



Implementation Manual

Homeless Prevention & Rapid Re-Housing Program

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Indiana Housing Policies and Procedures Manual

Introduction

The Indiana Housing Policy and Procedures Manual for the Homeless Prevention and Rapid Re-Housing Program (HPRP) is a compilation of policies and procedures from the U.S. Department of Housing and Urban Development (HUD), the State of Indiana and the Indiana Housing and Community Development Authority (IHCDA). The policies, procedures and other information in the Indiana Housing Policy and Procedures Manual for the HPRP Initiatives are derived from sources such as the HUD (Docket No. FR-5307-N-01) Notice of Allocations, Application Procedures, and Requirements for Homelessness Prevention and Rapid Re-Housing Program Grantees under the American Recovery and Reinvestment Act of 2009, decisions of IHCDA, operating requirements, standard practices and other state and federal requirements. The policies and procedures in this manual were established by IHCDA as the Grantee responsible for the HPRP funds for the Balance of State..

The documentation of these policies and procedures promotes the standardization and simplification of requirements and functions and is a reference for sub-recipients that are responsible for the administration of all IHCDA HPRP initiatives and funds. The Community Services Department of IHCDA is responsible for coordinating the development of these guidelines to ensure consistency of the information, the coordination of revisions/additions from HUD or IHCDA and the distribution of the information. It is the responsibility of the sub-recipients to disseminate information pertinent to their respective initiatives and to ensure that their staff is aware of, understand and comply with policies and procedures in this guide.

The IHCDA Policies and Procedures Manual for the HPRP is organized in five major sections:

- ☐ Description – a summary and overview of the program
- ☐ Definitions – an explanation of terms used
- ☐ Policy – Federal and IHCDA
- ☐ Procedure – the steps to administer the initiative
- ☐ Attachments and Exhibits

Summary and Overview

On March 19, 2009, the Department of Housing and Urban Development issued a Notice of Funding and Allocation Requirements titled Notice of Allocations, Application Procedures, and Requirements for Homelessness Prevention and Rapid Re-Housing Program Grantees under the American Recovery and Reinvestment Act of 2009. This Notice advised the public of the allocation formula and allocation amounts, the list of grantees, and requirements for the Homelessness Prevention Fund, hereafter referred to as the “Homelessness Prevention and Rapid Re-Housing Program (HPRP),” under Title XII of the American Recovery and Reinvestment Act of 2009 (“Recovery Act”). Congress has designated \$1.5 billion for communities to provide financial assistance and services to either prevent individuals and families from becoming homeless or help those who are experiencing homelessness to be quickly re-housed and stabilized. IHCD, as the state grantee, was allocated \$16,384,891 according to the formula used for the Emergency Shelter Grants (ESG) Program. In order to receive HPRP funds, eligible grantees were required to submit a Substantial Amendment to the Consolidated Plan 2008 Action Plan. IHCD submitted its Substantial Amendment on May 5, 2009. The State of Indiana submitted a detailed Plan amendment proposing use of existing Continuum of Care structures with each Continuum charged to identify a single “central access agency” to coordinate and provide the HPRP services for that region.

SECTION I: DESCRIPTION

Federal Program

The purpose of the HPRP is to provide homelessness prevention assistance to households who would otherwise become homeless—many due to the economic crisis—and to provide assistance to rapidly re-house persons who are homeless as defined by section 103 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11302). HUD expects that these resources will be targeted and prioritized to serve households that are most in need of this temporary assistance and are most likely to achieve stable housing, whether subsidized or unsubsidized, outside of HPRP after the program concludes.

The HPRP is focused on housing for homeless and at-risk households. It provides temporary financial assistance and housing relocation and stabilization services to individuals and families who are homeless or would be homeless *but for* this assistance. The funds under this program are intended to target two populations of persons facing housing instability: 1) individuals and families who are currently in housing but are at imminent risk of becoming homeless and need temporary rent or utility assistance to prevent them from becoming homeless or assistance to move to another unit (prevention), and 2) individuals and families who are experiencing homelessness (residing in emergency or transitional shelters or on the street) and need temporary assistance in order to obtain housing and retain it (rapid re-housing).

The HPRP is not a mortgage assistance program. HPRP funds are only eligible to help program participants—whether they are renters or homeowners about to become homeless—pay for utilities, moving costs, security deposits and rent in a new unit, storage fees, and other financial costs or services. HPRP funds are not eligible to pay for any mortgage costs or legal or other fees associated with retaining a homeowners’ housing.

IHCD Initiatives

In the Indiana version of the HPRP, individuals and families at imminent risk for homelessness or already homeless are to be linked with resources needed for housing stabilization. HPRP case managers are located in central access agencies around the state, helping individuals and families maintain or obtain stable affordable housing and to connect with general assistance, employment and training options, conflict resolution and mediation services, applications for long term rental subsidies, housing search, and other support services. Short-term rental assistance (up to a total of 18 months) and security deposits, along with other eligible financial assistance activities, are available.

IHCDA contracts with sub-recipients to pay the salary, benefits, and travel of the Housing case managers for the grant duration. Each central access agency and its case managers have access to a predetermined amount of financial assistance funds, as determined in the sub-recipient allocation.

All households receiving any form of HPRP assistance are to have a case manager and complete an Initial Assessment. In some cases, monthly case management follow-up will suffice to assure that the household remains housed and is addressing barriers that led to the housing crisis. Individuals with apparent or diagnosed disabilities, e.g. serious mental illness or co-occurring disorders should be served from emergency through stability by separate service providers who will engage with these individuals, provide case management, and oversee support services with a goal of permanent housing and an adequate support network. The development of an individualized Housing Case Plan is an integral part of the Indiana program. Individuals and families served in this initiative will be those who have the most likelihood of becoming stabilized and who would otherwise tend to use the largest percentage of emergency shelter and other emergency resources.

IHCDA seeks to reduce shelter stays in Indiana significantly with the HPRP. Therefore, at least 65% of the funds budgeted for Financial Assistance, as allocated to each sub-recipient, are to be expended on households meeting the requirements for rapid re-housing, i.e. coming from the streets, shelters or places unfit for human habitation. IHCDA will allow a sub-recipient to count assisted households who can be established to be “all but” homeless, i.e. waiting for shelter admission, to be counted toward the 65% requirement. Moreover, IHCDA places a maximum of 40% of allocated funds on expenses related to Housing Relocation and Stabilization Services.

This initiative requires coordination with the Indiana Family and Social Services Administration (FSSA) agencies and programs to be certain that HPRP participating individuals will access mainstream resources and have on-going service support for as long they need it.

SECTION II: DEFINITIONS

Certification means a written assertion, based on supporting evidence that must be kept available for inspection by HUD, by the Inspector General of HUD, and by the public. The assertion shall be deemed to be accurate unless HUD determines otherwise, after inspecting the evidence and providing due notice and opportunity for comment.

Consolidated Plan means the plan prepared in accordance with 24 CFR Part 91.

Grantee means the legal entity to which HUD awards an HPRP grant and which is accountable for the use of the funds provided.

Homeless means as the term is defined by section 103 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11302).

HMIS means Homeless Management Information System.

HUD means the U.S. Department of Housing and Urban Development.

Imminent Risk of Homelessness means the threat of homelessness is so immediate that in all likelihood the individual or family would be homeless *but* for this assistance. In Indiana this is interpreted to be loss within the next 14 days.

Life Area Assessment I is a 12 item scale of life domains upon which the participant's functioning is assessed. It is used to track participant change over time and guide the development and pursuit of the Housing Case Plan.

Private non-profit organization means an organization described in 26 U.S.C. 501(c) that is exempt from taxation under subtitle A of the Internal Revenue Code, has an accounting system and a voluntary board, and practices nondiscrimination in the provision of assistance.

Program participant means an individual or family with or without children that is provided HPRP financial assistance or housing relocation and stabilization services through a rapid re-housing or prevention program. In this manual, the term "household" refers to individuals or families.

State means the State of Indiana.

Sub-recipient means any private non-profit organization or unit of general local government to which a grantee provides funds to carry out the eligible activities under the grant and which is accountable to the grantee for the use of the funds provided. The terms "sub-recipient" and "sub-recipient" shall be synonymous for the purposes of this manual.

SECTION III: POLICY

Allocations

The Recovery Act directs HUD to allocate funds to grantees that are eligible under the ESG program, as defined and designated in sections 411 and 412 of subtitle B of Title IV of the McKinney-Vento Homeless Assistance Act, pursuant to the formula authorized by section 413 of that Act. States, urban counties, metropolitan cities, and U.S. territories are eligible grantees under HPRP. In Indiana, this meant that IHCD was allocated funds for the “Balance of State” related to 85 counties and that 8 Entitlement cities received separate allocations. Several of these entitlement cities then decided to cooperate with the IHCD program and contracted with the same central access agency as was chosen by their regional Continuum of Care.

IHCD developed a methodology for allocating funds statewide by utilizing factors such as the CDBG funding formulas tied to population and assessed homelessness, regional variations in population and “fair share” allocations to regions with Entitlement Cities already receiving HPRP funds. All IHCD funding under this program was allocated to a regional Continuum of Care, with the C of C determining which central access agency would be the designated sub-recipient. These factors produced an allocation factor which resulted in a predetermined allocation of financial assistance funds for each sub-recipient.

Reallocation and Recapture

The Recovery Act requires HUD to obligate all funds to grantees by September 30, 2011. HUD will closely track grantee expenditures in order to meet this requirement and allow for reallocation if grantees have not spent 60 percent of their funds within 2 years. IHCD issued 3-year contracts to sub-recipients and obligated all of its HPRP funds within this time period.

IHCD reserves the right to review a sub-recipient’s balance of funds quarterly and reallocate unused funds to geographic areas of greater need and/or reallocate funds among the categories of eligible activities for the HPRP program.

Eligible Activities

As a state grantee, IHCD will make available all of its formula allocation, except for an appropriate share of funds for administrative costs, to the sub-recipients to carry out all eligible activities. Any organization receiving HPRP funds shall be subject to all of the requirements that apply to the grantee under the HUD Notice. This includes HMIS data requirements. Because IHCD administers the statewide HMIS and HUD requires that all participant level data must be entered into HMIS, there will be data collection and reporting costs incurred by IHCD. Therefore, IHCD will provide data collection and reporting funds to each sub-recipient and then invoice each sub-recipient for participation fees associated with the cost of the HMIS. A portion of the data collection and report funds may be retained by each sub-recipient.

Grant funds must be used for eligible activities as described in the HUD Notice. There are four categories of eligible activities for the HPRP program: Financial Assistance, Housing Relocation and Stabilization services, Data collection and evaluation, and Administrative costs. These eligible activities are intentionally focused on housing—either financial assistance to help pay for housing, or services designed to keep people in housing or to find housing. Generally, the intent of HPRP assistance is to rapidly transition program participants to stability, either through their own means or through public assistance, as appropriate. HPRP assistance is not intended to provide long-term support for program participants, nor will it be able to address all of the financial and supportive services needs of households that affect housing stability. Assistance should be focused on housing stabilization, linking program participants to community resources and mainstream benefits, and helping them develop a plan for preventing future housing instability.

Financial Assistance

Financial assistance is limited to the following activities:

- short-term rental assistance,
- medium-term rental assistance,
- security deposits,
- utility deposits, utility payments,
- moving cost assistance, and
- motel and hotel vouchers.

Grantees and sub-recipients must not make payments directly to program participants, but only to third parties, such as landlords or utility companies. In addition, an assisted property may not be owned by the grantee, sub-recipient or the parent, subsidiary or affiliated organization of the sub-recipient.

HPRP funds may not be used to move an individual or family into a transitional housing program, nor may the funds be used to assist persons residing in a transitional housing program. HPRP funds may be used to assist persons who are graduating from or timing out of a transitional housing program to obtain permanent housing.

Rental Assistance

Short- and medium-term rental assistance means tenant-based rental assistance that can be used to allow individuals and families to remain in their existing rental units or to help them obtain and remain in rental units they select. Short-term rental assistance may not exceed rental costs accrued over a period of 3 months. Medium-term rental assistance may not exceed actual rental costs accrued over a period of 4 to 18 months. No program participant may receive more than 18 months of assistance under HPRP. After 3 months, if program participants receiving short-term rental assistance need additional financial assistance to remain housed, they must be evaluated for eligibility to receive up to 15 additional months of medium-term rental assistance, for a total of 18 months. HUD is requiring grantees and sub-recipients to certify eligibility at least once every 3 months for all program participants receiving medium-term rental assistance. HUD additionally encourages grantees and sub-recipients to provide ongoing case management, as needed, to all program participants receiving rental assistance in order to transition them to independence, including permanent housing arrangements (subsidized or unsubsidized).

In general, the Homeless Diversion and Prevention Program will offer rental assistance up to 3 months, and the Rapid Re-Housing Program will offer rental assistance up to 12 months. IHCD requires that rental assistance only be rendered when a valid and compliant lease exists between the landlord and the resident, with the leaseholder eligible to the full recourse of the law.

Rental assistance payments cannot be made on behalf of eligible individuals or families for the same period of time and for the same cost types that are being provided through another federal, state or local housing subsidy program. IHCD understands this prohibition to extend to any form of public rental support but not to rental units deemed “affordable” by virtue of a Low Income Housing Tax Credit set aside.

Security and Utility Deposits

HPRP funds may be used to pay for security deposits, including utility deposits, for eligible program participants. In contrast to the requirements regarding rental assistance payments, security and utility deposits covering the same period of time in which assistance is being provided through another housing subsidy program are eligible, as long as they cover separate cost types. One example of this would be providing a security deposit for a participant receiving a HUD VA Supportive Housing (VASH) voucher, which provides rental assistance and services.

HPRP funds may be used for up to 18 months of utility payments, including up to 6 months of utility payments in arrears, for each program participant, provided that the program participant or a member of his/her household has an account in his/her name with a utility company or proof of responsibility to make utility payments, such as cancelled checks or receipts in his/her name from a utility company.

Moving Cost Assistance

HPRP funds may be used for reasonable moving costs, such as truck rental, hiring a moving company, or short-term storage fees for a maximum of 3 months or until the program participant is in housing, whichever is shorter.

Motel and Hotel Vouchers

HPRP funds may be used for reasonable and appropriate motel and hotel vouchers for up to 30 days if no appropriate shelter beds are available and subsequent rental housing has been identified but is not immediately available for move-in by the program participants. HPRP hotel and motel vouchers are not to be used to supplement other voucher programs when no subsequent rental housing has been identified.

Housing Relocation and Stabilization Services

HPRP funds may be used for services that assist program participants with housing stability and placement. These services are limited to case management, outreach and engagement, housing search and placement, legal services and credit repair.

Case Management

HPRP funds may be used for case management activities that involve the arrangement, coordination, monitoring, and delivery of services related to meeting the housing needs of program participants and helping them obtain housing stability. Component services and activities may include: counseling; developing, securing, and coordinating services; monitoring and evaluating program participant progress; assuring that program participants' rights are protected; and developing an individualized housing and service plan, including a path to permanent housing stability subsequent to HPRP financial assistance.

Outreach and Engagement

HPRP funds may be used for services or assistance designed to publicize the availability of programs to make persons who are homeless or at imminent risk of homelessness aware of these and other available services and programs.

Housing Search and Placement

HPRP funds may be used for services or activities designed to assist individuals or families in locating, obtaining, and retaining suitable housing. Component services or activities may include: tenant counseling; assisting individuals and families to understand leases; securing utilities; making moving arrangements; representative payee services concerning rent and utilities; and outreach to property owners related to locating or retaining housing.

Legal Services

HPRP funds may be used for legal services to help people stay in their rental homes, such as services or activities provided by a lawyer or other person(s) under the supervision of a lawyer to assist program participants with legal advice and representation in administrative or court proceedings related to tenant/landlord matters or housing issues. Legal services related to mortgages are not eligible.

Credit Repair

HPRP funds may be used for services that are targeted to assist program participants with critical skills related to household budgeting, money management, accessing a free personal credit report, and resolving personal credit issues. HPRP does not pay for direct debt mediation or credit consolidation services.

Ineligible and Prohibited Activities:

The intent of HPRP is to provide funding for housing expenses to persons who are homeless or who would be homeless if not for this assistance. Therefore, financial assistance or services to pay for expenses that are available through other Recovery Act programs, including child care and employment training, are not eligible. Case managers should work to link program participants to these other resources.

Financial assistance may not be used to pay for any mortgage costs or costs needed by homeowners to assist with any fees, taxes, or other costs of refinancing a mortgage to make it affordable. This prohibition extends to land contracts and “rent to own” situations in which the householder has a legal interest in the property.

HPRP funds may not be used to pay for any of the following items: construction or rehabilitation; credit card bills or other consumer debt; car repair or other transportation costs; travel costs; food; medical or dental care and medicines; clothing and grooming; home furnishings; pet care; entertainment activities; work or education related materials; and cash assistance to program participants. Programs may not charge fees to HPRP program participants. Any HPRP funds used to support program participants must be issued directly to the appropriate third party, such as the landlord or utility company, and in no case are funds eligible to be issued directly to program participants. If funds are found to be used for ineligible activities as determined by HUD, the grantee and/or sub-recipients will be required to reimburse HUD.

Data Collection and Evaluation

Data Collection and Reporting

The Recovery Act requires that data collection and reporting for HPRP be conducted through the use of a Homeless Management Information Systems (HMIS) or a comparable participant-level database. Grantees and sub-recipients must comply if asked to participate in HUD-sponsored research and evaluation of HPRP.

All data collection and reporting for this program will be conducted through the use of the Homeless Management Information System (HMIS) administered by IHCD. Each sub-recipient will be provided with the necessary tools and training for entering participant data into HMIS on an at least weekly basis. Sub-recipients also will be required to submit monthly and quarterly reports with information about the number of participants served, the kinds of services provided, and the amount of money spent on each kind of services.

HPRP HMIS Requirements

AWARDS software, managed by Foothold Technology is the software used by all Indiana Balance of State Continuums of Care (COCs) as the Indiana state wide Homeless Management Information System (HMIS). IHCD is the designated HMIS lead agency. All homeless and homeless prevention related services provided under HPRP funding must be recorded in a HMIS.

All HPRP recipients and impacted family members must be entered into HMIS with name, date of birth, social

security number, and the complete HUD/Indiana Universal Data elements, plus service related data. Depending on the type of service provided, other data may be required.

All sub-recipients receiving funding under HPRP will receive AWARDS software licenses necessary to record these services. HMIS users will receive training in the use of HPRP HMIS by IHCD staff and be bound by and follow the same confidentiality and other policies and procedures outlined in the Indiana HMIS Policies and Procedures Manual. Specific service related data entry training will be provided to all providers needing to record HPRP related data. Because of state and federal reporting requirements, all data for a service or services must be entered into HMIS completely and accurately within the week the service(s) are provided.

All sub-recipients will be required to meet the following minimum standards for HMIS/HPRP data collection and reporting;

- Sub-recipients must enter into a HMIS/HPRP Agency Participation Agreement
- All sub-recipient staff that participate in HPRP eligible activities must have regular and convenient access to a computer with a high speed Internet connection.
- All sub-recipient staff that participate in HPRP eligible activities must have a unique assigned user name and password that they can access regularly during work hours. Each such user must sign a Code of Ethics statement prior to receipt of their log in and password.

To promote coordination of benefits and necessary monitoring of HPRP requirements regarding eligibility and duration of benefits, appropriate interagency agreements will be in place and participant notification of privacy practices notices will be clearly made available so that HMIS data may be appropriately shared among HPRP sub-recipients. Each HPRP participant retains the right to restrict access to his/her information upon execution of the appropriate consent form. This data may also be shared with other providers using HMIS, given appropriate agreements and the participant's permission, to promote coordinated planning and service delivery.

Evaluation

IHCDA and its sub-recipients will participate in an evaluation project that will measure the overall housing and financial stability of recipients who receive funding under the American Reinvestment and Recovery Act (ARRA) within the initiatives which are part of the Homelessness Prevention & Re-Housing Program (HPRP). Sub-recipients will enter data into HMIS as required by HUD and IHCDA. The evaluation project will develop tracking mechanisms to be used by case management staff and will assess overall stability of those who receive funding at three intervals over 18 months. This will include the HUD-defined universal data elements, housing status, participant income and sources, Financial Assistance provided, Housing Relocation & Stabilization services provided, and participants' progress on a specified number of domains based on the Life Area Assessment..

Administrative Costs

Administrative costs may be used for accounting for the use of grant funds; preparing reports for submission to IHCDA; and sub-recipient staff salaries associated with these administrative costs. Administrative costs also include training for staff who will administer the program or case managers who will serve program participants, as long as this training is directly related to learning about HPRP.

Administrative costs *do not* include the costs of issuing financial assistance, providing housing relocation and stabilization services, or carrying out eligible data collection and evaluation activities, as specified above, such as sub-recipient staff salaries, costs of conducting housing inspections, and other operating costs. These costs should be

included under one of the three other eligible activity categories.

IHCDA will share a reasonable and appropriate amount of their administrative funds with sub-recipients. Sub-recipients will receive 2.0% of the allocated amount for the Financial Assistance and Housing Relocation and Stabilization funds to employ for their administrative costs. IHCDA will furnish training for case managers and other required personnel for the program.

Eligible Program Participants

IHCDA's HPRP Initiatives are designed to serve two eligible populations: persons who are still housed but at imminent risk of becoming homeless (prevention) and persons who are already homeless (rapid re-housing.) Sub-recipients are responsible for verifying and documenting the program participant's risk of imminent homelessness that qualifies them for receiving rental assistance, or for verifying and documenting a participant's actual homelessness. HUD requires sub-recipients to evaluate and certify the eligibility of program participants at least once every 3 months for all persons receiving medium-term rental assistance or other HPRP assistance.. Similarly, sub-recipients should carefully assess a household's need and appropriateness for HPRP assistance. If the household needs more intensive supportive services or long-term assistance than the sub-recipient can provide, or if a household is not at risk of imminent homelessness, sub-recipients must work to link them to other appropriate available resources.

Requirements for All Program Participants

In order to receive financial assistance or services funded by HPRP, individuals and families, whether homeless or housed, must at least meet the following minimum criteria:

- Any individual or family provided with financial assistance through HPRP must have at least an initial assessment with a case manager or other authorized representative who can determine the appropriate type of assistance to meet their needs. The assessment must include completion of the web based I-HOPE tool. Sub-recipients must have a process in place to refer persons ineligible for HPRP to the appropriate resources or service provider that can assist them.
- The household must be at or below 50 percent of Area Median Income (AMI). Adequate documentation of income must be gathered following the requirements of HUD (See **Attachment A**)
- The household must be either homeless or at imminent risk of losing its housing and meet both of the following circumstances: (1) no appropriate subsequent housing options have been identified; AND (2) the household lacks the financial resources and support networks needed to obtain immediate housing or remain in its existing housing.

Prevention Assistance

It can be more challenging to identify persons who are housed but who have a very high risk of becoming homeless. There are many people who are housed and have great need but would not become homeless if they did not receive assistance. Sub-recipients are encouraged to target prevention assistance to those individuals and families at the greatest risk of becoming homeless. IHCDA defines "imminent risk" as clear loss of housing or essential utility within the next 14 calendar days.

Rapid Re-Housing Assistance

Rapid re-housing assistance is available for individuals and families who meet one of the following criteria, along with the minimum requirements for all program participants as mentioned above:

- Sleeping in an emergency shelter;
- Sleeping in a place not meant for human habitation, such as cars, parks, abandoned buildings, streets/sidewalks;
- Staying in a hospital or other institution for up to 180 days but was sleeping in an emergency shelter or other place not meant for human habitation (cars, parks, streets, etc.) immediately prior to entry into the hospital or institution;
- Graduating from, or timing out of a transitional housing program; and
- Victims of domestic violence.

The purpose of HPRP funds for rapid re-housing is to assist eligible program participants to quickly obtain and sustain stable housing. Therefore, sub-recipients providing assistance will utilize a process to assess, for all potential program participants, their level of service need, other resources available to them, and the appropriateness of their participation in the rapid re-housing assistance portion of HPRP. Program participants who require longer-term housing assistance and services should be directed to programs that can provide the requisite services and financial assistance. In such cases, the HPRP may serve as a “bridge” to permanent affordable or supportive housing if the housing program or provider has been identified and is actively involved with the household.

See **Attachment P: Homeless Documentation Form**

Other Federal and State Requirements

Confidentiality

Each HPRP sub-recipient must develop and implement procedures to ensure:

- The confidentiality of records pertaining to any individual provided with assistance; and
- That the address or location of any assisted housing will not be made public, except that landlords may advertise their willingness to receive applicants from the program.

Termination of Housing Assistance

A client will only be terminated if the client or household members have threatened property or staff, if the client has met the maximum number of months of assistance per HPRP guidelines, or if the client has stated in writing they no longer want HPRP financial assistance or case management. Subgrantees may resume assistance to a program participant whose assistance was previously terminated.

HPRP subgrantees may not impose additional requirements of clients such as abstaining from alcohol or complying with mental health or substance abuse treatment in order to receive assistance through HPRP. HPRP subgrantees may not link rental payment with complying with case management meetings, therefore threatening the housing stability of the client.

In each case, the reason for termination must be well documented and approved by a supervisor. To the extent possible, the HPRP subgrantee must identify a subsequent living arrangement for the household with the goal of preventing shelter entrance. In most cases, it is expected that termination would only be completed after the HPRP subgrantee had exhausted all opportunities to increase service plans, revise goals, and identify more suitable housing options. When the client is terminated, he/she should also be given a comprehensive service summary from HPRP and list of contact information for places for financial and social service assistance.

If a HPRP subgrantee is terminating a client for any reason other than the client has met the maximum number of months of assistance per HPRP guidelines, the **HPRP subgrantee must notify IHCD** so that IHCD can

ensure that the following process is followed In terminating assistance to a program participant, the subgrantee must provide a formal process that recognizes the rights of individuals receiving assistance to due process of law. This process, at a minimum, must consist of:

- (1) Written notice is provided to the program participant containing a clear statement of the reasons for termination;
- (2) A review of the decision, in which the program participant is given the opportunity to present written or oral objections before a person other than the person (or a subordinate of that person) who made or approved the termination decision;
- (3) Prompt written notice of the final decision to the program participant.

Recordkeeping

Each sub-recipient must keep any records and make any reports (including those pertaining to race, ethnicity, gender, and disability status data) that IHCD or HUD may require within the timeframe specified. IHCD provides a required file format which all sub-recipients are to follow (**Attachment B**).

Sanctions

If a grantee determines that a sub-recipient is not complying with the requirements of this guide or other applicable state or federal rules, regulations or laws, the grantee will take appropriate actions, which may include;

- Issuing a warning letter that further failure to comply with such requirements will result in a more serious sanction;
- Directing the sub-recipient to cease incurring costs with grant funds; or
- Requiring that some or all of the grant amounts be remitted to IHCD.

Any grant amounts that become available to IHCD as a result of a sanction will be made available (as soon as practicable) to other private non-profit organizations or units of general local government located in the state for use within the time periods specified in HUD Notice.

Monitoring

IHCD is responsible for monitoring all HPRP activities, including activities that are carried out by a sub-recipient, to ensure that the program requirements established by the HUD Notice and any subsequent guidance are met. IHCD will follow the monitoring procedures it established in its substantial amendment submitted for HPRP. IHCD has employed and contracted staff that will have responsibility for continuous monitoring of all HPRP sub-recipient activities. This will be accomplished with regular site visits to sub-recipients and monthly review of all grant activity reports that will be required of sub-recipients. The Monitors will also provide support and mentoring, as needed, to sub-recipient staff who are hired to carry out HPRP activities. Monitoring of sub-recipients may be conducted by the IHCD, local HUD Office of Community Planning and Development, HUD's Office of Special Needs Assistance Programs, HUD's Office of Inspector General, HUD's Office of Fair Housing and Equal Opportunity, or another federal agency to determine whether the sub-recipient complied with the requirements of this program.

Conflicts of Interest

With respect to the use of HPRP funds to procure services, equipment, supplies or other property, states, territories and units of general local government that receive HPRP funds shall comply with 24 CFR 85.36(b) (3), and nonprofit

sub-recipients shall comply with 24 CFR 84.42. With respect to all other decisions involving the use of HPRP funds, the following restriction shall apply: No person who is an employee, agent, consultant, officer, or elected or appointed official of the grantee and who exercises or has exercised any functions or responsibilities with respect to assisted activities, or who is in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a personal or financial interest or benefit from the activity, or have an interest in any contract, subcontract, or agreement with respect thereto, or the proceeds thereunder, either for himself or herself or for those with whom he or she has family or business ties, during his or her tenure or for one year thereafter. Case Manager and Supervisor must sign the Staff Affidavit form (**Attachment K**) verifying that a conflict of interest was not involved in the provision of each participant's assistance.

Vendor Relations

IHCDA does not require a formal contract between an external provider of services or assistance to an HPRP participant unless there is a presumption that the vendor is closely involved with the operation of the sub-recipient's program. For example, no contract between the sub-recipient and an individual landlord is required to allow payment of rental support (assuming that the unit is habitable, rent reasonable and a compliant lease is in place.) However, as an example, if continuing case management is to be provided by an external vendor, then an approved Vendor Contract must be in place and available for review (sample at **Attachment C**).

Environmental Requirements

The HUD Notice does not direct, provide for assistance or loan and mortgage insurance for, or otherwise govern or regulate, real property acquisition, disposition, leasing (other than tenant-based rental assistance), rehabilitation, alteration, demolition, or new construction, or establish, revise or provide for standards for construction or construction materials, manufactured housing, or occupancy. Accordingly, under 24 CFR 50.19(c) (1), the HUD Notice is categorically excluded from environmental review under the National Environmental Policy Act of 1969 (42 U.S.C.4321). Moreover, consistent with the provisions for administrative and management expenses, tenant-based rental assistance, and supportive services in 24 CFR 50.19(b) (3), (11), and (12), the eligible activities to be assisted under the HUD Notice are categorically excluded from the requirements of the National Environmental Policy Act of 1969 (42 U.S.C. 4321) and are not subject to environmental review under the related laws and authorities.

Habitability Standards

Sub-recipients providing rental assistance with HPRP funds are required to conduct initial and any appropriate follow-up inspections of housing units into which a program participant will be moving. Units must be inspected on an annual basis and upon a change of tenancy. IHCDA provides a Habitability Standards Checklist (**Attachment D**) or a sub-recipient may use a standard Section 8 HQS inspection. Each separate newly rented unit supported under the HPRP is subject to the inspection requirement.

Lead-Based Paint Requirements

The Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4801 et seq.), as amended by the Residential Lead-Based Paint Hazard Reduction Act of 1992 (42 U.S.C. 4851 et seq.) and implementing regulations at 24 CFR part 35, subparts A, B, M, and R shall apply to housing occupied by families receiving assistance through HPRP. This requires that a visual inspection be made of any property built prior to 1979 for possible evidence of flaking or peeling paint. Any suspect areas must be remediated according to HUD and EPA standards and the unit re-inspected prior to occupancy. The leaser of any such unit must be provided with the EPA leaflet related to lead risks. While households remaining in their present housing with HPRP assistance are generally not required to undergo a habitability inspection, any unit built prior to 1979 with children under the age of six in it must be inspected if HPRP assistance is rendered.

Nondiscrimination and Equal Opportunity Requirements

Sub-recipients must comply with all applicable fair housing and civil rights requirements in 24 CFR 5.105(a). In addition, sub-recipients must make known that HPRP rental assistance and services are available to all on a nondiscriminatory basis and ensure that all citizens have equal access to information about HPRP and equal access to the financial assistance and services provided under this program. Among other things, this means that each sub-recipient must take reasonable steps to ensure meaningful access to programs to persons with limited English proficiency (LEP), pursuant to Title VI of the Civil Rights Act of 1964. This may mean providing language assistance or ensuring that program information is available in the appropriate languages for the geographic area served by the jurisdiction and that limited English proficient persons have meaningful access to HPRP assistance.

In addition, all notices and communications shall be provided in a manner that is effective for persons with hearing, visual, and other communication related disabilities consistent with section 504 of the Rehabilitation Act of 1973 and implementing regulations at 24 CFR 8.6. If the procedures that the sub-recipient intends to use to make known the availability of the rental assistance and services are unlikely to reach persons of any particular race, color, religion, sex, age, national origin, familial status, or disability who may qualify for such rental assistance and services, the sub-recipient must establish additional procedures that will ensure that such persons are made aware of the rental assistance and services.

Affirmatively Furthering Fair Housing

Under section 808(e) (5) of the Fair Housing Act, HUD has a statutory duty to affirmatively further fair housing. HUD requires the same of its funding recipients. Sub-recipients will have a duty to affirmatively further fair housing opportunities for classes protected under the Fair Housing Act. Protected classes include race, color, national origin, religion, sex, disability, and familial status. Examples of affirmatively furthering fair housing include: (1) marketing the program to all eligible persons, including persons with disabilities and persons with limited English proficiency; (2) making buildings and communications that facilitate applications and service delivery accessible to persons with disabilities (see, for example, HUD's rule on effective communications at 24 CFR 8.6); (3) providing fair housing counseling services or referrals to fair housing agencies; (4) informing participants of how to file a housing discrimination complaint, including providing the toll-free number for the Housing Discrimination Hotline: 1-800-669-9777; and (5) recruiting landlords and service providers in areas that expand housing choice to program participants. IHCD requires a HUD compliant lease addendum be incorporated into any lease for which HPRP rental support is given (**Attachment E**).

Uniform Administrative Requirements

Non-profit sub-recipients shall be subject to the requirements of 24 CFR Part 84. This includes responsibility for an IRS A-133 compliant audit if more than \$500,000 of federal funds are received annually.

Equal Participation of Religious Organizations

Sub-recipients that are religious or faith-based are eligible, on the same basis as any other organization, to participate in HPRP. Neither the federal government nor a grantee shall discriminate against an organization on the basis of the organization's religious character or affiliation.

Sub-recipients that are directly funded under HPRP may not engage in inherently religious activities, such as worship, religious instruction, or proselytization as part of the programs or services funded under HPRP. If an organization conducts such activities, the activities must be offered separately, in time or location, from the programs or services funded under HPRP, and participation must be voluntary for the program participants.

A religious organization that participates in HPRP will retain its independence from federal, state, and local governments, and may continue to carry out its mission, including the definition, practice, and expression of its religious beliefs, provided that it does not use direct HPRP funds to support any inherently religious activities, such

as worship, religious instruction, or proselytization. Among other things, faith-based organizations may use space in their facilities to provide HPRP-funded services, without removing religious art, icons, scriptures, or other religious symbols. In addition, a HPRP-funded religious organization retains its authority over its internal governance, and it may retain religious terms in its organization's name, select its board members on a religious basis, and include religious references in its organization's mission statements and other governing documents.

Sub-recipients that participate in the HPRP program shall not, in providing program assistance, discriminate against a program participant or prospective program participant on the basis of religion or religious belief.

Lobbying and Disclosure Requirements

The disclosure requirements and prohibitions of section 319 of the Department of the Interior and Related Agencies Appropriations Act for Fiscal Year 1990 (31 U.S.C. 1352) (the Byrd Amendment), and implementing regulations at 24 CFR part 87, apply to HPRP. Applicants must disclose, using Standard Form LLL (SF-LLL), "Disclosure of Lobbying Activities," any funds, other than federally appropriated funds, that will be or have been used to influence federal employees, members of Congress, or congressional staff regarding specific grants or contracts.

Drug-Free Workplace Requirements

The Drug-Free Workplace Act of 1988 (41 U.S.C. 701, et seq.) and HUD's implementing regulations at 24 CFR part 21 apply to HPRP. Sub-recipients are required to sign the Drug Free Workplace Certification as a part of the contracting process. This requires that all sub-recipients post and enforce Drug Free Workplace standards, specifically including a prohibition on the use of HPRP monies for any alcohol or drug related expense (except for the assessment and referral of eligible participants for whom such alcohol or drug use constitutes a barrier to stable housing.)

SECTION IV: PROCEDURE

HPRP Program

Program Overview

The HPRP provides the ability to offer at risk and homeless Hoosier householders assistance from housing emergency through stability. Sub-recipients will engage with these individuals, provide case management, and oversee support services with a goal of permanent housing and an adequate support network for every program participant until they have achieved housing stability and any needed support services.

Sub-recipient staff will actively visit and/or contact homeless shelters and any other known areas where individuals who meet program eligibility requirements may be found in the community with a goal of engagement and admittance to the Program. Sub-recipient staff will work closely with community agencies to build collaborative relationships and to become familiar with how to access available services for participants efficiently and effectively. Further, sub-recipient staff will be responsible for developing a matrix of available resources in their community to use as a tool in directing participants to the appropriate agencies in order to prioritize and access services they need.

Although services are available in two broad categories, prevention and rapid re-housing, the goal of each is to identify, assess, provide support to and, ultimately, monitor a household's return to housing stability. This entails the provision of Housing Stabilization and Relocation services to all eligible participants, with the intensity and frequency of those services determined by the household's barriers to housing stability. When assessment determines that a participant has significant and long lasting barriers to stability, e.g. serious mental illness and/or addiction, the goal should be referral to and coordination with special needs providers, including those with permanent supportive housing.

Program Eligibility

Sub-recipient staff will conduct an initial intake interview with participants using a standardized assessment to verify program eligibility and assess the level of participant need. Each applicant must complete the web based I-HOPE (www.indianahousingoptions.org) screening either with assistance or simply under supervision. This screening provides an initial determination of program eligibility.

In order to be eligible for the program participants must:

- Be income eligible at or below the 50% of area median income, and
- Be homeless or at imminent risk of homelessness, as defined by loss of housing or vital utility within the next 14 days or be coming out of a transitional housing program, and
- Have no appropriate alternative housing either through family, friends or relocation.

The HUD requirements for documentation of income eligibility are found in **Attachment A**.

Sub-recipients will conduct a re-assessment and, if appropriate, re-certify program eligibility at least every three months by completing an HMIS re-assessment and placing evidence of benefits to be extended in the participant file.

Income Eligibility

A participant must be at or below 50% of Area Median Income (AMI) as defined in the U.S. Department of Housing and Urban Development's (HUD) Section 8 program rules ("Section 8"). Sub-recipients will complete income verification forms and submit to appropriate income sources for 3rd party verification. Completed income verifications should be placed in the participant file. Sample income verification forms may be found in **Attachment F**. IHCD posts area median income levels on its website for use by HPRP providers (www.ihcda.in.gov)

Documentation and File Contents: Initial Eligibility

If a participant is found to be eligible and appropriate for the program after the initial interview, certain documents must be obtained and placed in the participant file. These include:

- Copy of identification. A valid government issued photo ID is required if the sub-recipient is a unit of local government. Non-profit sub-recipients may accept other forms of identification, e.g. social security cards, birth certificates, etc.
- Verification of housing status via either documentation of impending loss of housing or documented contact with emergency shelter, transitional housing provider or outreach worker. This documentation may take any of several forms, as defined in the HPRP Participant File Checklist (**Attachment B**).
- Print out of I-HOPE initial prescreening assessment, showing the applicant as potentially eligible for the HPRP program.
- HMIS/HPRP Intake Assessment form, either in written or electronic format. No actual assistance may be rendered until the participant's information is entered into the HMIS and a unique ID number assigned. This ID number is used to track checks written in support of the HPRP participant.
- Copy of the HUD required Conflict of Interest form (**Attachment K**), signed by the case manager and supervisor.

Additionally, the Housing Case Plan must be completed and placed in the participant file or the HMIS. The Plan is a tool that will be used to assess and develop a strategy to achieve participant stability within the timeframe established by program regulations. Additionally, the Plan must be used to actively assist participants in meeting established outcomes based upon individual participant need. The Plan should be referenced, revised and updated regularly throughout a participant's participation in the program.

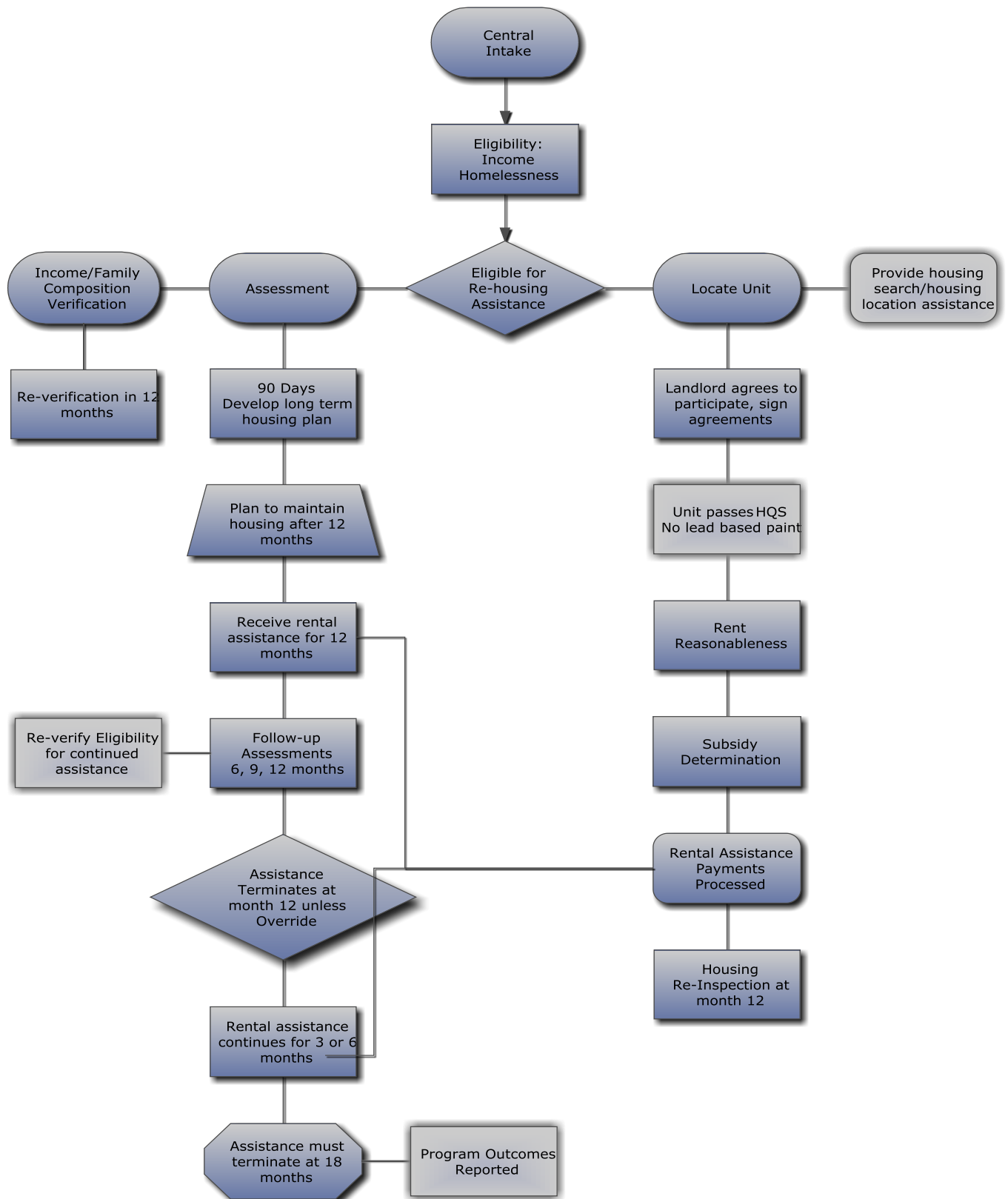
Flow of the Program Services

The following flow charts describe the steps involved in assessing and rendering assistance to prevention and to rapid re-housing participants in the Indiana HPRP. They serve to assist program case managers in visualizing the services and assessments that are part of the program.

Homeless Prevention Flow Sheet



Rapid Re-Housing Flow Sheet



Standard Assessment

IHCDA requires that each recipient of HPRP assistance, either under the financial assistance or housing relocation and stabilization services category, have a completed assessment. The assessment consists of the web based I-HOPE tool and a face-to-face interview that compiles the required information for the HMIS and the Indiana HPRP Assessment. The HPRP Assessment will eventually be embedded into the HMIS software but is currently a free standing paper form. See **Attachment G** for the Assessment.

The HPRP Assessment consists of five areas, each with questions that are scored on a 1 -5 scale. The results of the assessment are used to structure the individualized Housing Case Plan for each participant. Ratings of 4 or 5 on Section 3: Issues affecting the ability to Access and Locate Housing must be addressed on the Housing Case Plan.

The HMIS portion of the assessment requires the completion of a Life Area Assessment, which allows an overall sense of the participant's functioning across life areas. This scale is presently used to monitor the success of the HPRP program in affecting participant stability and return to community integration.

Assessments are to be completed by qualified case managers who have training and/or education in structured interviewing and the obtaining of personal information in a sensitive and appropriate manner. All assessments are to be conducted in areas where privacy may be maintained. Any refusal to answer a particular question by a participant should be documented to distinguish it from simply not asking the question. If an applicant will not participate in the initial assessment, they cannot be eligible for HPRP assistance. Assessments must be conducted directly with the applicant householder, not a proxy or family member. If language or disability interferes with the assessment, it is the responsibility of the sub-recipient to provide or arrange for interpreters or other accommodation, e.g. TTY. While there is no requirement that all elements of the assessment be completed in a single session, no HPRP assistance (other than the initial case management contact) may be rendered until an assessment is complete. All assessments must be entered into the HMIS within one week of the actual face-to-face meeting. On site monitoring will include inspection of case files for the HPRP Assessment.

Case Management Plans

The Indiana HPRP program uses standardized Housing Case Management Plans. There are two basic forms of the Plan. The Prevention Phase Plan is intended for households which receive prevention assistance in an effort to maintain their present housing. The Diversion and Rapid Re-Housing Phase Plan is aimed at households already experiencing homelessness. Either plan may address short term or intermediate term (up to 12 months) goals which are directly tied to the household's ability to recover and/or maintain housing stability. All goals are to be written in observable and concrete terms, e.g. "Will increase household income-- through part-time employment of spouse" or "Will obtain access to transportation – by relocating to apartment close to bus route" – with the first portion the goal and the remainder an example of an objective. All

goal statements should include specific objectives, which may be understood as “way points” in reaching the goal. Typically, objectives may be added to the Housing Plan as the participant achieves each “step” but it is also allowable for the case manager and the participant to outline all the objectives when formulating a goal. This can give a participant a “road map” to follow in achieving a mutually agreed upon goal. Goals are not realistic unless they are understood by and accepted by the HPRP participant. Interventions are services or direct assistance that will facilitate the participant in reaching the goal.

Attachment H: HPRP Housing Plan: Prevention

Attachment I: HPRP Housing Plan: Rapid Re-Housing

Attachment J: HPRP Crisis and Immediate Needs Plan

Having completed an Assessment, each HPRP participant will be eligible for financial assistance and/or housing relocation and stabilization services. The intent of the program is to render the assistance required to restore housing stability **and no more**. In other words, decisions about the amount and type of assistance should always consider what will be the minimum necessary level of assistance to assure the household’s success in remaining housed.

Financial Assistance

The HPRP Program offers financial assistance with rent, security deposits, utility payments, moving costs and hotel/motel costs.

Rental Assistance

Rental assistance may be provided for up to 12 months in 3 month segments. Requests for additional assistance may be considered and approved on a case by case basis by sub-recipient supervisory staff with the maximum amount of rental assistance not to exceed 18 months. Participants are expected to pay 30% of their income for rent and utilities. Sub-recipients are responsible for ensuring a rental unit that a participant is moving into meets rent reasonableness and habitability standards before any rental payments are approved. In addition, Lead Based Paint Poisoning Act requirements must be met when applicable based upon participant household composition, i.e. a child under the age of 6. (**Addendum O: Rental Form Lead Disclosure Form**)

Sub-recipients will work closely with program participants to locate a rental unit. When a rental unit has been located, sub-recipients will assist the participant in contacting the landlord to complete the appropriate paperwork and conduct a habitability standards inspection

In order to provide rental assistance for a new, to be occupied unit, the following steps must be completed:

- An Initial Request for Unit Approval (**Attachment L**) is furnished to the eligible participant and used in selecting a potential housing option. This form allows the participant and potential landlord to exchange information and is completed at the time

of resident application for a lease.

- Upon agreement to lease to the program participant, a Habitability Inspection is completed by personnel of the sub-recipient. If deemed acceptable, a Rent Reasonableness calculation is then done, using the web based Go Section8 software provided by IHCD.
- Once the unit is inspected and the rent determined to be reasonable, the tenant rent calculation is completed, based on 30% of the household's income. Rent, Income and Utilities Calculation- **Attachment M**
- If acceptable to the participant, a standard lease is then executed, along with the IHCD lease addendum. All HPRP supported leases must contain the required elements, including a term of at least one year, designation of eligible household members and description of included utilities.

Rent Reasonableness

Sub-recipients must ensure that HPRP funds used for rental assistance do not exceed the actual rental cost, which must be in compliance with HUD's standard of "rent reasonableness." "Rent reasonableness" means that the total rent charged for a unit must be reasonable in relation to the rents being charged during the same time period for comparable units in the private unassisted market and must not be in excess of rents being charged by the owner during the same time period for comparable non-luxury unassisted units. Rent Reasonableness Checklist & Certification- **Attachment N**

Habitability Standards

Sub-recipients conduct a habitability standards inspection on any unit that a participant will be moving into using HPRP funds for rental and/or security deposit assistance. Sub-recipients must certify that the unit has passed habitability standards before any HPRP funds may be released. In addition, an annual habitability standards inspection must be conducted for any unit in which HPRP funds are being used. The Habitability Standards, can be found in **Attachment D**.

Tenant Rent Calculation

The tenant portion of rent is calculated on the basis of allowable household income. In general, a participant who claims a zero income will not be appropriate for the HPRP unless there is a clear recent loss of income and an expected return to income production in the near future. Persons with no income over a long period of time may be seen as having substantial barriers to housing stability and assisted in accessing long term housing alternatives. Tenant rents are paid directly to the landlord and are subject to the same timeliness requirements as the overall rent. In other words, failure to pay the tenant portion of the rent for an HPRP assisted unit can be reason for eviction. IHCD furnishes a spreadsheet which automatically calculates tenant rents once pertinent information is entered (**Attachment M**).

Security Deposits

Security deposits related to a leased apartment may be provided as a one-time grant not to exceed one monthly rental amount. Information on the need for a security deposit should be obtained at the same time the required rental paperwork is being completed by the participant and landlord

Utility payments:

HPRP funds may be used for up to 18 months of utility payments, including up to 6 months of utility payments in arrears, for each program household. Utility payments must not be paid in situations where the standard practice of the landlord is to include utility costs in the rent.

Sub-recipients must obtain proof that a participant or a household member has a utility account in his/her name or proof of responsibility to make utility payments such as cancelled checks or receipts in his/her name from a utility company before utility payments are approved and released on behalf of the participant. Copies of the proof of responsibility should be obtained and maintained in the participant file. Utility payments may co-occur with rental assistance when the lease does not include utilities.

Moving Costs:

HPRP funds may be used for reasonable moving costs, such as truck rental, hiring a moving company, or short-term storage fees for a maximum of 3 months or until the program participant is in housing, whichever is shorter.

If accessing moving/storage services, the sub-recipient must document in detail the circumstances surrounding the need to access these services, include monthly fees that will be charged and the dates in which the services will be accessed. In addition, Sub-recipient staff should take an active role in assisting the participant in finding reasonably priced vendors for this service.

Motel and Hotel Vouchers:

HPRP funds may be used for reasonable and appropriate motel and hotel vouchers for up to 30 days if no appropriate shelter beds are available and subsequent rental housing has been identified but is not immediately available for move-in by the program participant.

Sub-recipients should be actively assisting a participant in seeking a place to stay while waiting for an available unit. If it is necessary to issue a hotel/motel voucher, the sub-recipient will document the circumstances surrounding the need, include the fees/nightly rates that will be charged, the dates in which the participant will access the service and place all the documentation in the participant file.

Housing Relocation & Stabilization Services

The Program offers services that assist program participants with housing stability and placement and are limited to case management, outreach and engagement, housing search and placement, and credit repair. Any services that are provided or accessed should be documented and placed in the participant file.

Case Management:

HPRP Case Managers will actively participate in arranging; coordinating, monitoring and delivering services related to meeting the housing needs of program participants and help them obtain housing stability. Sub-recipients will ensure that all HPRP Case Managers possess the skills and knowledge to assess and effectively provide services to HPRP participants. However, the program neither requires nor permits case managers to become “therapists” dealing directly with participant mental health, addiction or physical health issues. Such services are to be provided by appropriate agencies using their customary sources of revenue, e.g. fee for service Medicare/Medicaid.

Sub-recipients are expected to include component services and activities which may include: counseling; developing, securing, and coordinating services; monitoring and evaluating program participant progress; assuring that program participants’ rights are protected; and developing an individualized housing and service plan, including a path to permanent housing stability subsequent to HPRP financial assistance.

IHCDA provides extensive training and support for effective HPRP case management. This includes the use of standardized assessments and housing case plans. All HPRP participants are to be assessed and a housing case plan developed. For some, the plan will be specific and time limited. For others, the plan will “layer” over repeated three month re-assessments to address a variety of immediate and long term goals related to the individual’s housing stability. IHCDA will provide regional continuing training over the first 18 months of the program.

Outreach and Engagement:

HPRP funds may be used for services or assistance designed to publicize the availability of programs to make person who are homeless or almost homeless aware of these and other available services and programs. Sub-recipients are expected to inform community agencies and organizations of the services that the program offers, who is eligible and how services are accessed.

Housing Search and Placement:

HPRP housing search and placement funds may be used for services or activities designed to assist individuals or families in locating, obtaining, and retaining suitable housing. This category includes recruiting and educating area landlords on participation in the program, including its differences from HUD Section 8 Housing Choice vouchers.

Sub-recipients are expected to provide a variety of services and activities as needed for individual participants including but not limited to: tenant counseling; assisting individuals and families to understand leases; securing utilities; making moving arrangements; representative payee services concerning rent and utilities; and mediation and outreach to property owners related to locating or retaining housing. The Go Section 8 software used for determination of rent reasonableness allows free participation by landlords open to receiving HPRP participants. It is a vehicle for recruiting and referring to landlords in each C of C region.

Credit Repair:

HPRP funds may be used for services that are targeted to assist program participants with critical skills related to household budgeting, money management, accessing a free personal credit report, and resolving personal credit issues. Sub-recipients are expected to work closely with participants who require assistance in developing skills necessary to understand and manage their personal funds. When these services are provided as a customary part of housing case management, they should be billed under the case management category. The Credit Repair category is intended for services provided by qualified external vendors.

Legal Services:

Sub-recipients may pay for or contract for the limited legal services allowed under the HPRP either with local attorneys or “pro bono” groups, e.g. Indiana Legal Services, Inc. The limited scope of such covered services may not represent the full range of needs for program participants and sub-recipients are encouraged to develop lists of free and or reduced fee legal providers in their regions.

Data Collection, Reporting and Evaluation Requirements

All homeless and homeless prevention related services provided under HPRP funding must be recorded in the Indiana Homeless Management Information System (HMIS) completely and accurately in the week the service(s) are provided. To assure coordination of benefits and monitoring of HPRP requirements regarding eligibility and duration of benefits, appropriate inter-agency agreements and participant release of information will be executed so that HMIS data may be appropriately shared for all recipients among the various HPRP providers.

Sub-recipients are expected to record all HPRP recipients and impacted family members data into the HMIS including but not limited to:

- Name
- Date of birth
- Social security number
- Complete HUD/Indiana Universal Data elements
- Service related data
- The Life Area Assessment
- Participant and financial program information

Reporting:

Sub-recipients are expected to generate monthly “QPR” reports from HMIS using the report format that is provided with the HMIS software, and submit these reports on a regular quarterly schedule and format to be established by IHCD. Additionally, sub-recipients must submit monthly financial reports via the IHCD DMS software system to allow drawdown of HUD funds and replenishment of their cash accounts.

Evaluation:

IHCD and sub-recipients will participate in an evaluation project that will measure the overall housing and financial stability of recipients who receive funding under this program. Case management staff will use tracking mechanisms developed by IHCD to assess participant stability at 6-month intervals for up to 18 months. Sub-recipients will enter data into HMIS as required by HUD and IHCD. This will include the HUD-defined universal data elements, homeless status, participant income and sources, Financial Assistance provided, Housing Relocation & Stabilization services provided, and reporting participants’ progress on a specified number of domains based on the Life Area Assessment..

IHCD will charge a participation fee to all sub-recipients for HMIS data collection and reporting costs associated with the HMIS that is administered by IHCD. IHCD will allocate HPRP funds to sub-recipients that includes amounts for the HMIS costs.

Program Administration & Fees

The purpose of the HPRP is to provide homelessness prevention assistance to households who would otherwise become homeless and to provide assistance to rapidly re-house persons who are homeless as defined by section 103 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 111302). HUD expects that HPRP resources will be targeted and prioritized to serve households that are most in need of this temporary assistance and are most likely to achieve stable housing, whether subsidized or unsubsidized, outside of HPRP after the program concludes.

Any sub-recipient receiving HPRP funds shall be subject to all of the requirements that apply to the grantee under the HUD Notice.

Monitoring and Compliance

Sub-recipients are expected to make available all participant level, financial and program records for periodic review on a schedule to be established by IHCD. In addition, sub-recipients will maintain participant files in compliance with the standard set by IHCD. IHCD has contracted

with Engaging Solutions, Inc. to monitor a random sample of 20% of a sub-recipient's open case files on a regular basis. Significant deficiencies in file content or quality will result in required Plans of Corrective Action, with possible loss of allocated funds upon discovery of continuing deficiencies. Program and HMIS usage and data integrity will also be subject to regular and random monitoring by IHADA staff.

ATTACHMENTS

Attachment A – HUD Homeless documentation guidelines
Attachment B – HPRP Client File Checklist
Attachment D – Habitability Standards
Attachment E – Lease Addendum
Attachment F – Sample Income Verification forms
Attachment G – Housing Assessment
Attachment H – Housing Plan - Prevention
Attachment I – Housing Plan – Rapid Re-Housing
Attachment J – Housing Plan – Crisis & Immediate Needs Plan
Attachment L – Initial Request for Unit Approval
Attachment M – Rent/ Income / Utilities Calculation
Attachment N– Rent Reasonableness Checklist & Certification
Attachment O – Rental Form Lead Disclosure
Attachment P - Homeless Documentation Form

Attachment A:

U.S. Department of Housing & Urban Development (HUD) Homelessness Prevention & Rapid Re-Housing Program (HPRP)

Income: Eligibility Determination and Documentation Requirements

HPRP Eligibility Requirements

In order to receive HPRP-funded Financial Assistance and/or Housing Relocation and Stabilization Services, households must at least meet the following minimum criteria:

1. Initial Consultation & Eligibility Determination: the household must receive at least an initial consultation and eligibility assessment with a case manager or other authorized representative who can determine eligibility and the appropriate type of assistance needed;
2. Income: the household's total income must be at or below 50 percent of Area Median Income (AMI);
3. Housing Status: the household must be either homeless (for rapid re-housing assistance) **OR** at risk of losing its housing (for homelessness prevention assistance);

AND meet both of the following circumstances:

- a. No appropriate subsequent housing options have been identified;
- b. The household lacks the financial resources and support networks needed to obtain immediate housing or remain in its existing housing.

HUD requires grantees and/or subgrantees to evaluate and certify the eligibility of HPRP program participants (per the above criteria) **at least once every 3 months** for all households receiving HPRP medium-term rental assistance or other HPRP services lasting longer than 3 months (e.g., case management).

This publication specifies HUD requirements related to income eligibility determination and documentation, including what is counted as income, how to calculate income and documenting income. HUD requirements related to housing status determination and documentation for HPRP are available on HUD's web site at: <http://www.HUDHRE.info/> (see "Homeless Prevention and Rapid Re-Housing" resources). The Housing Status Eligibility Determination and Documentation Requirements publication contains more specific information and requirements relevant to determining whether an applicant meets the homeless or at-risk of homelessness criteria and has other subsequent housing options, financial resources or support networks. Therefore, grantees and subgrantees should closely review requirements specified in both HUD publications in order to fully understand HUD requirements related eligibility determination and documentation.

Determining Area Median Income

As indicated above, to be eligible to receive rental assistance or other Homelessness Prevention & Rapid Re-Housing Program (HPRP) assistance an applicant household must have a gross annual income that is at or below 50% of the Area Median Income (AMI), which is considered very low income by HUD standards. AMI is determined by the state and by the local jurisdiction in which a household resides and is dependent on the size of the household (i.e., number of household members). The AMI for each state and community is can be found at: <http://www.huduser.org/DATASETS/il.html>.

U.S. Department of Housing & Urban Development (HUD)
Homelessness Prevention & Rapid Re-Housing Program (HPRP)

Income Definition

HUD requires HPRP grantees and subgrantees to count as annual income the types of income as listed below.

Income is money that goes to, or on behalf of, the family head or spouse (even if temporarily absent) or to any other family member. Annual income includes the **current gross income** of all **adult household members**.

- **Gross Income** is the amount of income earned before any deductions (such as taxes, and health insurance premiums) are made.
- **Current Income** is the income that the household is currently receiving at the time of application for HPRP assistance. Income recently terminated should not be included. The calculation of current income at the three month review period (for households receiving ongoing HPRP assistance, such as medium-term rental assistance) is also based on the total income that the household is receiving at the time of review. See Income Documentation Standards below for additional information.
- **Adult Household Members** excludes the income earned by minors and adult full time students who are not the Head of Household. See below for additional information.

The HPRP definition contains income "inclusions" (types of income to be counted) and "exclusions" (types of income that are not considered) for all adult members of a household. Note that household assets are generally not counted as income, with the exception of interest and dividend income as indicated in the income definition below. However, household assets may be taken into account when determining whether a household has other financial resources sufficient to obtain or maintain housing. For additional information concerning assets see the "Housing Status: Eligibility Determination and Documentation Requirements" located at www.HUDHRE.info.

Income Inclusions

This table presents the HPRP income inclusions. The following types of income must be counted when calculating gross income:

U.S. Department of Housing & Urban Development (HUD) Homelessness Prevention & Rapid Re-Housing Program (HPRP)

General Category	Description
1. Earned Income	The full amount of gross income earned before taxes and deductions.
2. Business Income	The net income earned from the operation of a business, i.e., total revenue minus business operating expenses. This also includes any withdrawals of cash from the business or profession for your personal use.
3. Interest & Dividend Income	Monthly interest and dividend income credited to an applicant's bank account and available for use.
4. Pension/Retirement Income	The monthly payment amount received from Social Security, annuities, retirement funds, pensions, disability and other similar types of periodic payments.
5. Unemployment & Disability Income	Any monthly payments in lieu of earnings, such as unemployment, disability compensation, SSI, SSDI, and worker's compensation.
6. TANF/Public Assistance	Monthly income from government agencies excluding amounts designated for shelter, and utilities, WIC, food stamps, and childcare.
7. Alimony, Child Support and Foster Care Income	Alimony, child support and foster care payments received from organizations or from persons not residing in the dwelling.
8. Armed Forces Income	All basic pay, special day and allowances of a member of the Armed Forces excluding special pay for exposure to hostile fire.

Income Exclusions:

This table presents the HPRP income exclusions. The following types of income are not counted when calculating gross income:

General Category	Description
1. Income of Children	Income from employment of children (including foster children) under the age of 18 years.
2. Foster Care Payments	Payments received for the care of foster children or foster adults (usually persons with disabilities, unrelated to the tenant family, who are unable to live alone).
3. Inheritance and Insurance Income	Lump-sum additions to family assets, such as inheritances, insurance payments (including payments under health and accident insurance and worker's compensation), capital gains and settlement for personal or property losses (except as provided in number 5 of Income Inclusions).
4. Medical Expense Reimbursements	Amounts received by the family that are specifically for, or in reimbursement of, the cost of medical expenses for any family member.
5. Income of Live-in Aides	Income of a live-in aide (as defined in 24 CFR 5.403).
6. Disabled Persons	Certain increases in income of a disabled member of qualified families residing in HOME-assisted housing or receiving HOME tenant-based rental assistance (24 CFR 5.671(a)).
7. Student Financial Aid	The full amount of student financial assistance paid directly to the student or to the educational institution.
8. Armed Forces Hostile Fire Pay	The special pay to a family member serving in the Armed Forces who is exposed to hostile fire.
9. Self-Sufficiency Program Income	a. Amounts received under training programs funded by HUD. b. Amounts received by a person with a disability that are disregarded for a limited time for purposes of Supplemental Security Income eligibility and benefits because they are set aside for use under a Plan to Attain Self-Sufficiency (PASS). c. Amounts received by a participant in other publicly assisted programs that are specifically for, or in reimbursement of, out-of-pocket expenses incurred (special equipment, clothing, transportation, childcare, etc.) and which are made solely to allow participation in a specific program. d. Amounts received under a resident service stipend. A resident service stipend is a modest amount (not to exceed \$200 per month) received by a resident for performing a service for the PHA or owner, on a part-time basis, that enhances the quality of life in the development. Such services may include, but are not limited to, fire patrol, hall monitoring, lawn maintenance, resident initiatives coordination, and serving as a member of the PHA's governing board. No resident may receive more than one such stipend during the same period of time. e. Incremental earnings and benefits resulting to any family member from participation in qualifying state or local employment training programs (including training not affiliated with a local government) and training of a family member as resident management staff. Amounts excluded by this provision must be received under employment training programs with clearly defined goals and objectives, and are excluded only for the period during which the family member participates in the employment training program.
10. Gifts	Temporary, nonrecurring, or sporadic income (including gifts).
11. Reparations	Reparation payments paid by a foreign government pursuant to claims filed under the laws of that government by persons who were persecuted during the Nazi era.
12. Income from Full-time Students	Earnings in excess of \$480 for each full-time student 18 years old or older (excluding the head of household or spouse).
13. Adoption Assistance Payments	Adoption assistance payments in excess of \$480 per adopted child.
14. Social Security & SSI Income	Deferred periodic amounts from SSI and Social Security benefits that are received in a lump sum amount or in prospective monthly amounts.

Attachment B

HPRP Client File Checklist

Inside Cover: HPRP Client Files Checklist

Tab 1: Case Management

- _____ Initial Pre-Screening (I-HOPE tool)
- _____ Identification: Copy of government issued proof of citizenship (birth certificate, social security card, drivers license, passport). *Valid ID required for units of government and for recipients of financial assistance*
- _____ Housing Assessment & Housing Plan (completed every 3 months)
- _____ Non-housing Referrals (to mainstream resources and other agencies)
- _____ Housing Referrals (to permanent housing using I-HOPE tool)
- _____ HMIS Intake Form (will show intake and termination date)
- _____ HMIS Client Consent to Release Information form (if client does *not* consent)
- _____ Correspondence & Case Notes
- _____ **Staff Affidavit form**

Tab 2: Eligibility- Documentation of Need

Prevention

- _____ **Documentation of housing crisis, such as:**
- _____ Landlord lease termination letters (within 2 weeks)
- _____ Court eviction documentation (within 2 weeks)
- _____ Family service denial letters (within 2 weeks)
- _____ Residential discharge documentation
- _____ Documentation of condemned housing
- _____ Denial Notices: township trustee, energy assistance, church and social service agency
- _____ Documentation of current housing and cost burden
- _____ Documentation of pending foreclosure of rental housing
- _____ Documentation of credit problems that prevent obtaining housing
- _____ Documentation of landlord mediation
- _____ Documentation of utility account
- _____ Documentation of late payment notice from utility
- _____ Other documentation_____

Diversion/ Rapid Re-housing

- _____ Homeless Documentation form
- _____ Disability Documentation form
- _____ Documentation of immediate risk of homelessness within 14 days
- _____ Shelter Referral Documentation
- _____ Other documentation_____

Tab 3: Eligibility- Income

- _____ Income Verifications (third party documentation preferred)
- _____ Zero Income Affidavits
- _____ Expenses Documentation (*if needed-disabled households only for medical and attendant care deduction*)
- _____ Other Income Correspondence
- _____ Rent Calculations

Tab 4: Financial Assistance Information

Rental Assistance (short or medium term)

- _____ Completed & passed habitability inspection
- _____ Annual re-inspection (if rent assistance exceeds 12 mths.)
- _____ Initial Request for Unit Approvals
- _____ Rental Assistance Voucher with Client
- _____ Rent reasonable checklist and certification
- _____ Rent comparables (if required)
- _____ Lead-free paint disclosure (if required)
- _____ Lease Addendum
- _____ Residential Lease

Utility Payments

- _____ Utility assistance documentation
- _____ Utility correspondence & obligation
- _____ Utility arrears documentation- shows how arrears are preventing participant from obtaining housing

Security and Utility Deposits

- _____ Lease and Lease Addendum
- _____ Account documentation from utility
- _____ **Hotel and Motel Vouchers**
- _____ Documentation of long term housing identified

_____	Landlord correspondence	_____	Documentation of lack of shelter capacity
	<u>Moving Costs</u>	_____	Reasonableness of cost documentation
_____	Time monitoring of storage not to exceed 3 months	_____	Length of assistance tracking (NTE 30 days)
_____	Documentation of reasonable costs for moving/ storage expenses		
_____	Documentation of why storage and/or truck rental is necessary		
_____	If short term storage fees, document plan of where items will be stored after 3 months		

Tab 5: Housing Relocation and Stabilization

_____ **Legal Services:** Documentation of legal services provided by lawyer or person supervised by lawyer dealing with matters related to tenant/landlord issues.

_____ **Credit Repair:** Documentation of household budgeting assistance, money management, accessing free credit report and resolving personal credit issues

Attachment D: Habitability Standards

Indiana Habitability Standards

All housing used for the Homeless Prevention and Rapid Rehousing Program must provide safe and sanitary housing that is in compliance with the habitability standards outlined below and any state or local requirements. Mark each statement as A for approved or D for deficient. Property must meet all standards in order to be approved.

- _____ i. Structure and materials: The structures must be structurally sound so as not to pose any threat to the health and safety of the occupants and so as to protect the residents from hazards.
- _____ ii. Access: The housing must be accessible and capable of being utilized without unauthorized use of other private properties. **Structures must provide alternate means of egress in case of fire.**
- _____ iii. Space and Security: Each resident must be afforded adequate space and security for themselves and their belongings. An acceptable place to sleep must be provided for each resident.
- _____ iv. Interior air quality: **Every room or space must be provided with natural or mechanical ventilation.** Structures must be free of pollutants in the air at levels that threaten the health of residents.
- _____ v. Water Supply: The water supply must be free from contamination at levels that threaten the health of individuals. If private well water is used, there must be a recent health department evaluation.
- _____ vi. Thermal environment: The housing must have adequate heating and/or cooling facilities in proper operating condition.
- _____ vii. Illumination and electricity: The housing must have adequate natural or artificial illumination to permit normal indoor activities and to support the health and safety of residents. Sufficient electrical sources must be provided to permit use of essential electrical appliances while assuring safety from fire.
- _____ viii. Food preparation and refuse disposal: All food preparation areas must contain suitable space and equipment to store, prepare, and serve food in a sanitary manner.
- _____ ix. Sanitary Conditions: The housing and any equipment must be maintained in sanitary condition. Residents must have access to sufficient sanitary facilities that are in proper operating condition, may be used in privacy, and are adequate for personal cleanliness and the disposal of human waste
- _____ x. Lead-based paint: If the structure was built prior to 1978, and a child under the age of six or a pregnant woman will reside in the property, and the property has a defective paint surface inside or outside, the property cannot be approved until the defective surface is repaired following accepted EPA guidelines. A lead based paint pamphlet must be provided to the participant.
- _____ xi. Smoke detectors: The HPRP program must comply with the Fire Administration Authorization Act of 1992 (P.L. 102-522). **Smoke detectors must be installed** in accordance with NFPA 74, or more stringent local policies as applicable. Existing units must contain a single or multiple station smoke detector; outside each sleeping area; on each level; battery operated or hard wired; clearly audible or interconnected. Accommodations must be made for individuals with sensory impairments. Public areas, e.g. entries, elevator lobbies, laundry rooms, etc. must have a compliant smoke detector in working condition.

(Source: U.S. Department of Housing and Urban Development: 24 CFR Part 574, B574.310 (b), B882.404(c)(3); and CPD-94-05.)

CERTIFICATION STATEMENT

I certify that I have evaluated the property located at the address below to the best of my ability and find the following:

_____ The property meets all of the above standards _____ The property does not meet all of the above standards.

Therefore, I make the following determination: _____ The property is approved. _____ The property is not approved.

Case Name _____

Street Address _____

Apartment # City State Zip

Evaluator's Signature: _____ Date: _____

Please Print. Name: _____

This inspection is reviewed and submitted as a part of the rent reasonableness determination. Initial _____

Areas of Concern:

_____ Concern: _____

Response: _____

_____ Concern: _____

Response: _____

_____ Concern: _____

Response: _____

Re-inspection: Unit is now complaint: Y N Date: _____

Attachment E: Lease Addendum
HPRP LEASE ADDENDUM

Tenant:	Landlord (name and address):	Unit No. & Address:

This Addendum to Lease (this “Addendum”) adds the following paragraphs to the lease entered into between the persons identified as “the” Tenant and “the” Landlord in the boxes above (the “Lease”).

- A. **Purpose of Addendum:** The Lease for the above referenced unit is being amended to include the provisions of this Addendum because the Tenant has been approved to receive rental assistance under the Homelessness Prevention and Rapid Re-Housing Program (“HPRP”). Under HPRP _____ (the “Contracting Agency”) will make monthly payments to the Landlord on behalf of the Tenant for a period of time that may range from less than one (1) month to eighteen (18) months.
- B. **Conflict with Other Provisions of the Lease:** In case of any conflict between the provisions of this Addendum and other sections of the Lease, the provisions of this Addendum shall prevail.
- C. **Habitability Standards:** The Landlord shall maintain the dwelling unit, common areas, equipment, facilities, and appliances in decent, safe, and sanitary condition (in compliance with “**Exhibit A**” and state and local housing codes).
- D. **Termination of Tenancy:** The Landlord may not terminate the tenancy or refuse to renew the Lease of a tenant receiving rental housing assistance under HPRP except for serious or repeated violations of the terms and conditions of the Lease; for violation of applicable Federal, State or local law; for expiration of the tenancy period under the Lease; or for other good cause. To terminate or refuse to renew the tenancy, the Landlord must serve written notice upon the Tenant specifying the grounds for the action at least thirty (30) days before the termination of the tenancy. The Landlord must notify the Contracting Agency in writing when eviction proceedings have commenced. This requirement may be met by providing the Contracting Agency with a copy of the required notice to the Tenant.
- E. **Prohibited Lease Provisions:** Any provision of the Lease that falls within the classifications below shall have no force or effect during the term of this Addendum and may not be enforced Against Tenant by the Landlord.
1. **Agreement to be Sued:** Agreement by the Tenant to be sued, to admit guilt, or to a judgment in favor of the landlord in a lawsuit brought in connection with the Lease.
 2. **Treatment of Property:** Agreement by the Tenant that the Landlord may take or hold the Tenant’s property, or may sell such property without notice to the Tenant and a court decision on the rights of the parties. This prohibition, however, does not apply to an agreement by the tenant concerning disposition of personal property remaining in the housing unit after the tenant has moved out of the unit. The owner may dispose of this personal property in accordance with the State law.
 3. **Excusing the Landlord from Responsibility:** Agreement by the Tenant not to hold the Landlord or Landlord’s agent legally responsible for any action or failure to act, whether intentional or negligent.

4. **Waiver of Legal Notice:** Agreement by the Tenant that the Landlord may institute a lawsuit without notice to the Tenant.
5. **Waiver of Legal Proceedings:** Agreement by the Tenant that the Landlord may evict the Tenant or household members (i) without instituting a civil court proceeding in which the Tenant has the opportunity to present a defense, or (ii) before a court decision on the rights of the parties.
6. **Waiver of Jury Trial:** Agreement by the Tenant to waive any right to a trial by jury.
7. **Waiver of Right to Appeal Court Decision:** Agreement by the Tenant to waive the tenant's right to appeal, or to otherwise challenge in court, a court decision in connection with the lease.
8. **Tenant Chargeable with Cost of Legal Actions Regardless of Outcome:** Agreement by the Tenant to pay lawyer's fees or other legal costs even if the Tenant wins in a court proceeding by the owner against the Tenant. The Tenant, however, may be obligated to pay costs if the tenant loses.

F. Non-discrimination: The Landlord shall not discriminate against the Tenant in the provision of services, or in any other manner, on the grounds of age, race, color, creed, religion, sex, handicap, national origin, or familial status.

IN WITNESS WHEREOF, The Tenant and the Landlord have executed or caused to be executed this Addendum to be effective as of _____.

The Tenant

The Landlord

Type or Print name here

Type or Print name here

Signature

Date

Signature

Date

Attachment F: Accepted Forms of Income Verification & Sample Forms

Accepted Forms of Income Verification and Documents of Expenses			
Types of Information	A) Review of documents	B) Third party written	C) Third party oral
Wages and salaries including base and overtime rates, bonuses and incentive payments.	Pay stubs, earnings statement or W-2 form identifying employee and showing amount earned period of time covered by employment.	Signed and dated form or letter from employer specifying amount to be earned per pay period and length of pay period.	Statement indicating contact with employer by phone or in person specifying amount be earned per pay period.
Tips/gratuities and self-employment.	Notarized statement from applicant or form 1040/1040A showing amount earned and	None.	None.
Income maintenance, AFDC, welfare, Social Security	(1) Copy of check issued by agency (2) Award letter signed by agency	Signed and dated verification form signed showing amount and period received.	Statement indicating contact with agency, amounts received, and dates received.
Unemployment/Worker's Compensation	Same as 3A.	Same as 3B.	Same as 3C.
Child Support Payments	(1) Copy of payment records furnished by court, signed and dated, showing amount received. (2) Copy of divorce decree showing amount of support. (3) Copy of un chased check.	Written statement from paying parent.	Oral statement from paying parent (documented by agency)
Interest/dividends	(1) Passbook showing interest received and period covered. (2) Income tax return. (3) Dividend statement from bond holder or stock company.	Dated and signed verification form completed by savings institution showing amount and period received.	Same as 6A but obtained by means of oral contact with official at institution (documented by agency).
Assets	(1) Passbooks/letters completed by bank. (2) Real estate tax assessment or appraisal of real property. (3) Statement signed by applicant specifying assets.	None.	None.
Child Care expenses	(1) Receipts, canceled checks. (2) Itemized list signed by applicant.	Letter received from child care agency, babysitter, or person providing care showing amounts received or expected and period of service.	Same as 8B but with telephone or in-person contact (documented by agency).
Medical Expenses	(1) Receipts, canceled checks. (2) Records of insurance payment, indication of payroll deduction for medical insurance (3) Itemized list signed by applicant.	Form letter, dated and signed, from hospital or physician specifying amount due or expected to be due during the next 12 months.	Same as 9B but with telephone or in person contact (documented by agency).
Housing Expenses	(1)Receipts, canceled checks. (2)Itemized list signed by applicant.	Letter received from landlord showing amount of rent paid.	Same as 10B but with telephone or in person contact.

Verification of Employment

<div style="text-align: center; border-bottom: 1px solid black; margin-bottom: 10px;"> (organization name) </div> <p>AUTHORIZATION: Federal Regulations require us to verify Employment Income of all members of the household applying for participation in the HPRP Program for which we operate and to reexamine this income periodically. We ask for your cooperation in supplying this information. This information will be used only to determine the eligibility status and level of benefit of the household.</p> <p>Your prompt return of the requested information will be appreciated. A self-addressed stamped envelope has been enclosed.</p>	Employed Since: _____ Occupation: _____ Salary: \$ _____ Effective Date of Last Increase: _____ Base pay rate: <input type="checkbox"/> Hourly Amount \$ _____ <input type="checkbox"/> Week Amount \$ _____ <input type="checkbox"/> Month Amount \$ _____ Average # of hours at base pay rate: _____ _____ # of weeks; or _____ # of weeks worked per year Overtime pay rate: \$ _____ Expected average # of hours overtime worked per week during next 12 months: _____ Any other compensation not included above (specify for commissions, bonuses, tips, etc.): For: _____; Amount \$ _____; Frequency: _____ Is pay received for vacation? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, # of days per year: _____ Total base pay earnings for past 12 months: \$ _____ Total overtime earnings for past 12 months \$ _____ Probability and expected day of any pay increase: _____ Employee has access to a retirement account? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what amount can they access? \$ _____
<p>RELEASE: I hereby authorize the release of the requested information.</p> <div style="border-top: 1px solid black; text-align: center; margin-top: 10px;"> (signature of applicant) </div> <div style="border-top: 1px solid black; text-align: center; margin-top: 10px;"> (date) </div>	<div style="border-top: 1px solid black; text-align: center; margin-top: 10px;"> (signature of authorized representative) </div> <div style="margin-top: 10px;"> Title: _____ Date: _____ Phone Number: _____ </div>
<p>WARNING: Title 18, Section 1001 of the US Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the United States Government.</p>	

Homeless Prevention and Rapid Re-Housing Program (HPRP)
Zero Income Affidavits

I, _____, have applied for rental assistance through the Homeless Prevention and Rapid Re-Housing Program (HPRP). Program regulations require verification of all income from participating households of each household member over the age of 18 without any income. Income includes but is not limited to:

- Gross wages, salaries, overtime pay, commissions, fees, tips and bonuses
- Net income from operation of a business or from rental or real personal property
- Interest, dividends and other net income of any kind for real personal property
- Periodic payments received from Social Security, annuities, insurance policies, retirement funds, pensions, disability or death benefits and other similar types of period receipts
- Lump sum payment(s) for the delayed start of a periodic payment (except as provided in 24 CFR 5.609 (b)(5))
- Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation, and severance pay
- Public assistance
- Alimony and child support payments (whether through the court system or not)
- Regular pay, special pay and allowances of a head of household or spouse who is a member of the Armed Forces (whether or not living in the dwelling)
- Regular monetary gifts from family and/or friends

I have stated during this verification process that I have no income at this time. I have not received income since _____ (date). I do not expect to receive any income until _____. I applied for (other financial assistance) on _____ date).

I understand that any misrepresentation of information or failure to disclose information requested on this form may disqualify me from participation in the HPRP program, and may be grounds for termination of assistance. WARNING: It is unlawful to provide false information to the government when applying for federal public benefit programs per the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. §§ 3801-3812. I certify that the above information is true and correct.

I also understand that it is my responsibility to report all changes to my household composition or income in writing to within ten (10) business days of such change.

Signature: _____ Date: _____
Witness: _____ Date: _____

Case Manager/ Care Coordinator's Notes:



Income: Eligibility Determination and Documentation Requirements

HPRP Eligibility Requirements

In order to receive HPRP-funded Financial Assistance and/or Housing Relocation and Stabilization Services, households must at least meet the following minimum criteria:

1. Initial Consultation & Eligibility Determination: the household must receive at least an initial consultation and eligibility assessment with a case manager or other authorized representative who can determine eligibility and the appropriate type of assistance needed;
2. Income: the household's total income must be at or below 50 percent of Area Median Income (AMI);
3. Housing Status: the household must be either homeless (for rapid re-housing assistance) OR at risk of losing its housing (for homelessness prevention assistance);

AND meet both of the following circumstances:

- a. No appropriate subsequent housing options have been identified;
- b. The household lacks the financial resources and support networks needed to obtain immediate housing or remain in its existing housing.

HUD requires grantees and/or subgrantees to evaluate and certify the eligibility of HPRP program participants (per the above criteria) at least once every 3 months for all households receiving HPRP medium-term rental assistance or other HPRP services lasting longer than 3 months (e.g., case management).

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Determining Area Median Income

As indicated above, to be eligible to receive rental assistance or other Homelessness Prevention & Rapid Re-Housing Program (HPRP) assistance an applicant household must have a gross annual income that is at or below 50% of the Area Median Income (AMI), which is considered very low income by HUD standards. AMI is determined by the state and by the local jurisdiction in which a household resides and is dependent on the size of the household (i.e., number of household members). The AMI for each state and community can be found at: <http://www.huduser.org/DATASETS/il.html>.

Attachment G: Housing Assessment

Name: _____ ID #: _____

This assessment is to be used only with applicants who have been prescreened as possibly eligible using the I-HOPE tool.

Section 1: Housing Needs Assessment: From the I-HOPE

Housing Needs	
Score	Criteria
1	Needs short term rental assistance, debt resolution, utilities assistance to stay in apartment / house
2	Needs short term assistance to remain in or establish housing. Plan to increase income or identify resources to address the gap.
3	Needs to either move or locate housing in specific neighborhood and plan to increase income or identify resources to meet needs
4	Needs assistance in locating housing and negotiating with landlord to address barriers to housing and plan to maintain housing
5	Needs on-going assistance to access and maintain housing

Section 2: Issues Affecting Housing and Employment Financial Stability

Employment	
Score	Criteria
1	Has full time steady employment
2	Has full time sporadic employment/ underemployed
3	Part-time / underemployed
4	Unemployed with history of employment
5	Unemployed limited history

Benefits	
Score	Criteria
1	Has long term benefits and can pay current or FMR (VA or SSA)
2	Has benefits that expire (unemployment) and good job prospects
3	Has benefits but do not cover current or FMR
4	Has in kind benefits (FS, Shelter) but no income
5	Has no Benefits

Education	
Score	Criteria
1	Post Secondary Education or Technical training
2	High School Diploma or GED and job training
3	HS Diploma and GED
4	No Diploma or GED
5	Less than 8 th Grade Reading Level or not Proficient in English

Child Care	
Score	Criteria
1	Can pay for child care or no children
2	Can pay for or has subsidized child care; choices limited
3	Family child care, but must be near family
4	Irregular and inconsistent care
5	No child care

Access to Health Care	
Score	Criteria

1	Insured either through employment or public insurance, connected to health care provider
2	Insured but no medication coverage
3	Insured but limited; able to use only specific clinics and ER
4	Large out of pocket expenses
5	No insurance

Section 3: Issues Affecting Ability to Access and Locate Housing

Preferences	
Score	Criteria
1	Plan to stay in current housing with short term assistance
2	Plan to stay in current housing with short term assistance and plan to resolve issue with landlord, meet HQS, improve support systems
3	Plan to relocate or locate housing in specific area (close to family, close to transportation, etc). May need modifications on the apartment to meet physical needs
4	Needs to establish eligibility for on-going financial and support and housing
5	Needs on-going supportive housing

Transportation	
Score	Criteria
1	Has reliable car, license, insurance
2	Access to transportation through public trans, Medicaid transport, friends and family
3	Able to meet transportation needs with public transport in current residence
4	Unreliable car, poor driving history, poor insurance coverage, poor access to public trans
5	No access, no car, public transport not available or not accessible

Criminal History	
Score	Criteria
1	No Criminal History
2	History of Misdemeanors in past 5 years
3	Felony history
4	Felony history for drug, fire setting or violent offences
5	Sex Offender registry or Meth Amphetamine production

Rental History	
Score	Criteria
1	Rental history or currently housed; may be behind on rent; can stay if rent paid
2	In danger of eviction; can stay if rent paid
3	Has moved frequently in last year
4	Has history of evictions; currently homeless
5	Has no rental history; currently homeless

Section 3: continued

Utilities	
Score	Criteria
1	In head of household name –up to date, may be struggling
2	No more than one month behind – pays to avoid disconnect
3	Disconnect notice or in someone else's name
4	Disconnected and arrears of up to 6 months
5	Large arrears (over 6 months)

Credit	
Score	Criteria
1	Has no delinquencies reported
2	Has delinquencies but no collections or consumer debt
3	Has collections /no credit history

4	Has large consumer debt/ collections
5	Has large debt and history of bankruptcy. Long established pattern of unpaid debt

Section 4: Issues Affecting Ability to Maintain Housing

Rent	
Score	Criteria
1	Has rent and utility paying history no evictions
2	Has had problems paying rent and utilities no evictions
3	Has arrearages but is working on clearing them up
4	Serious arrearages outstanding eviction history
5	Eviction history from subsidized housing or no rental or credit history.

Ability to Maintain Apartment	
Score	Criteria
1	Able to maintain apartment clean and hazard free currently
2	Able to maintain space in program or shelter no evidence of hoarding
3	Able to maintain current apartment or space with assistance (ongoing)
4	Able to maintain current apartment with some cleanliness or organization issues
5	No demonstrated ability to maintain space, needs reminders(not on-going), hoarding, history of losing housing due to up-keep

Ability to negotiate; get along with neighbors	
Score	Criteria
1	Able to negotiate with systems, landlords, good relationships with others. Able to follow rules
2	Some difficulty negotiating with systems, relationship with landlord. No major conflicts with others Able to follow rules
3	Needs assistance with landlord and systems has difficulty understanding rules
4	Conflicts with others. Difficulty negotiating
5	Lost housing or shelter due to conflicts with landlord, neighbors and or systems

Chemical Use barriers to housing maintenance	
Score	Criteria
1	Some chemical use has been able to maintain housing
2	Some chemical use been able to maintain shelter or doubled up situation
3	Chemical Use affects ability to maintain housing eviction or loss of shelter. Responds/ Connected to support
4	Chemical use resulted in eviction or loss of shelter for property damage and/or visitor complaints
5	Chemical use resulted in incarceration, time on the street and/or frequent hospitalizations. Evictions or no housing history and loss of shelter

Mental Health Barriers to Housing	
Score	Criteria
1	Some mental health issue able to maintain housing
2	Mental Health needs able to maintain shelter or program
3	Mental Health Issues have resulted in housing /shelter loss, connected/ responds to support.
4	Mental Health issues have resulted in housing/shelter loss does not respond/connect with services
5	Mental health issues have resulted in frequent hospitalizations, time on the street, and/or incarceration. Evictions or no housing history

Section 5: Support Systems to Maintain Housing

Support Systems: Community Support	
Score	Criteria

1	Has ability to use community systems including friends, family, church, school, community support and develop support network.
2	Connected to community supports as above, but place specific
3	Connected to treatment, case management, support groups
4	Involved with parole, courts, CPS or other support and oversight
5	Isolated or negative support

Support from Public /Treatment System	
Score	Criteria
1	Connected to public systems and able to use to resolve problems appropriate use of treatment resources such a medical and or mental health care.
2	Aware of public and treatment resources and able to use as needed
3	Aware of public and treatment systems and able to use in crisis
4	Limited awareness of resources but will pursue with support in crisis situations
5	Refuses most contact with public or treatment resources even in crisis situations

Family	
Score	Criteria
1	Stable family, roles clear, school attendance good, supportive extended family
2	Strong family stayed together with some interruptions in school or housing
3	Serious interruptions in school and living family members with special needs, no extended family connections
4	CPS Involvement or Domestic Abuse history
5	Foster care Involvement, Current abuse, neglect or DV

The HPRP Assessment tool is intended to guide the case worker when developing a Housing Case Plan. The plan addresses the individual needs of the householder and is focused on *short term* interventions that will restore them to housing stability. The HPRP is a *short term* program and must either restore a person to self sufficiency or bridge them to a long term housing program.

The tool requires a response in every category. The responses are based on self report, and the case manager's observations and judgment.

Section 1:	This section is scored on the basis of the I-HOPE report. It will give you a general sense of whether you should focus on simply providing assistance or also on addressing barriers that will require more case management support.
Section 2:	This section identifies the external factors that affect the household's potential for self sufficiency in the immediate future. <i>Any score of 4 or above: Indicates a need for a longer term plan and probable HPRP support for longer than 90 days.</i>
Section 3:	This section identifies the issues that more directly affect the household's ability to secure housing. <i>Any score of 4 or 5: Must be addressed on the Housing Case Plan. The three most important goals should form the basis of the plan's goals and objectives.</i>
Section 4:	This section focuses on the household's ability to maintain housing once obtained. The factors identified inform the particular interventions that will be used in working towards the goals set in the Plan. For example, if a person has a history of evictions and perhaps of a felony, the interventions may have to do with addressing his/her ability to maintain an apartment or to address mental health barriers. <i>Any score of 4 or 5: Identifies the "reasons" for the housing issue(s) and will often be the basis for interventions.</i>
Section 5:	This section focuses on the strengths side of the same issues as in Section 4. For example, strong family support may allow a person with few skills to maintain the cleanliness and organization needed to keep his/her own apartment. Similarly, involvement in a treatment system allows many persons living with mental illness to successfully maintain independence. Section 5 strengths will be used in the Housing Plan to address issues identified in Section 4. <i>Any score of 4 or 5: Indicates that a longer term program will likely be required. This section indicates the likelihood that short term assistance will be helpful.</i>

Attachment H: Housing Plan – Prevention

HPRP Phase Housing Plan: Prevention

Today's Date: ____ / ____ / ____ <small>month day year</small>		Client: ____ <small>first last</small>	
Phase #: 3 months 3 <input type="checkbox"/> 3-6 months 6- <input type="checkbox"/> months 9-12 <input type="checkbox"/> nths <input type="checkbox"/>			
Date phase starts: ____ / ____ / ____ <small>month day year</small>		Due date for end of phase: ____ / ____ / ____ <small>month day year</small>	
CHECK THE AREAS FOR THIS PHASE: (choose 1 to 3 areas)			
Resolve Debt <input type="checkbox"/>		Income <input type="checkbox"/>	
Issues with Eviction <input type="checkbox"/>		Barriers to Maintaining Housing <input type="checkbox"/>	
Re-housing <input type="checkbox"/>		Long Term Goals <input type="checkbox"/>	
Area #1 _____			
Goal for this area:			
Intervention:			
Person responsible and timeline:			
Area #2 _____			
Goal for this area:			
Intervention:			
Person responsible and timeline:			
Area #3 _____			
Goal for this area:			
Intervention:			
Person responsible and timeline:			

HPRP Worker: _____

Today's Date: _____

HPRP Participant: _____

Today's Date: _____

Supervisor: _____

Today's Date: _____

HPRP Phase Housing Plan: Diversion and Rapid Re-housing

Today's Date: _____

Attachment J: Housing Plan – Crisis and Immediate Needs Plan

HPRP Crisis and Immediate Needs Plan

Today's Date: ____ / ____ / ____ <i>month day year</i>		Client: ____ <i>first last</i>	
Phase #: 1 month 3 <input type="checkbox"/> 2nd month 3rd <input type="checkbox"/> month <input type="checkbox"/> <input type="checkbox"/>			
Date phase starts: ____ / ____ / ____ <i>month day year</i>		Due date for end of phase: ____ / ____ / ____ <i>month day year</i>	
CHECK THE AREAS FOR THIS PHASE:			
At risk: food, medical or shelter <input type="checkbox"/>		No Income <input type="checkbox"/>	
At imminent risk: will lose shelter within 2 weeks <input type="checkbox"/>		Barriers to Maintaining Housing <input type="checkbox"/>	
NO ID <input type="checkbox"/>		In need of more supported housing <input type="checkbox"/>	
Area #1 _____			
Goal for this area:			
Intervention/ Dates:			
Person responsible:			
Area #2 _____			
Goal for this area:			
Intervention/Dates:			
Person responsible:			
Area #3 _____			
Goal for this area/Dates:			
Intervention:			
Person responsible:			

HPRP Worker: _____

Today's Date: _____

HPRP Participant: _____

Today's Date: _____

Supervisor: _____

Today's Date: _____



Homelessness Prevention and Rapid Re-Housing Program (HPRP) STAFF AFFIDAVIT

Instructions: This Staff Affidavit serves as documentation that the HPRP household named below meets all eligibility criteria for HPRP assistance, certifies that true and complete information was used to determine eligibility, and certifies that no conflict of interest exists related to the provision of HPRP assistance. Each staff person determining HPRP eligibility for a household must complete this Staff Affidavit for every household, once the household is determined eligible for HPRP assistance. The completed Staff Affidavit remains valid until or unless a different staff person re-determines HPRP eligibility. HPRP Staff Affidavits must be signed and dated by HPRP staff and supervisors for each household approved for HPRP assistance on or after November 1, 2009 and kept in the participant case file.

Head of Household Name: _____

Names of Household Members :

Each person signing below certifies that the person/household named above meets all requirements to receive assistance under the Homelessness Prevention and Rapid Re-Housing Program (HPRP) and that all of the information provided above is true and complete, to the best of my knowledge. I further certify that the provision of HPRP assistance to the person(s)/household named above has not resulted, nor will result, in a personal or financial interest or benefit, either for myself or for anyone with whom I have family or business ties. Fraud is investigated by the Department of Housing and Urban Development, Office of Inspector General, and may be punished under Federal laws to include, but not limited to, 18 U.S.C. 1001 and 18 U.S.C. 641. I am aware that if either of these certifications is found to be false, I will be subject to criminal, civil and administrative penalties and sanctions.

HPRP Staff Signature: _____ Date: _____

HPRP Supervisor Signature: _____ Date: _____

Attachment L: Initial Request for Unit Approval

HPRP

INITIAL REQUEST FOR UNIT
APPROVAL OR
RECERTIFICATION

TENANT	Landlord	No. of Bedrooms
UNIT NO. & ADDRESS	Landlord's Address	
	TELEPHONE NO. _____	

THE CONTRACTING AGENCY _____	PHONE: _____
------------------------------	--------------

INSTRUCTIONS:

THIS FORM SHOULD BE COMPLETED BY THE PERSONS IDENTIFIED AS TENANT AND LANDLORD ABOVE TO REQUEST THE CONTRACTING AGENCY'S APPROVAL OF THE RENTAL UNIT FOR WHICH TENANT HAS SELECTED TO RECEIVE RENTAL ASSISTANCE.

LANDLORD: PLEASE READ THE LEASE ADDENDUM AND THE INFORMATION ABOUT HABITABILITY STANDARDS IN COMPLIANCE WITH "EXHIBIT A" ATTACHED HERETO. AFTER TENANT SUBMITS THIS REQUEST TO THE CONTRACTING AGENCY, A STAFF MEMBER WILL CONTACT YOU TO ARRANGE FOR AN INSPECTION. THE CONTRACTING AGENCY IS NOT RESPONSIBLE FOR ANY PART OF THE RENT PRIOR TO UNIT APPROVAL AND EXECUTION OF THE LEASE AND LEASE ADDENDUM.

TENANT: WITH LANDLORD, FILL OUT THIS FORM COMPLETELY AND RETURN IT TO: _____.

DO NOT SIGN A LEASE UNTIL THE CONTRACTING AGENCY HAS INSPECTED AND APPROVED THE UNIT.

1. TYPE OF UNIT: ☐ SINGLE FAMILY ☐ SEMI-DETACHED/ROW HOUSE ☐ GARDEN/WALK UP
☐ ELEVATOR/HIGH RISE DATE CONSTRUCTED: _____

2. MOST RECENT RENT CHARGED: _____
WERE THE SAME UTILITIES INCLUDED IN THE RENT: ☐ YES ☐ NO

3. PROPOSED RENT: _____

3. UTILITIES AND APPLIANCES

	Provided by Owner	PROVIDED BY TENANT
HEATING (FUEL TYPE: _____)	<input type="checkbox"/>	<input type="checkbox"/>
COOKING (FUEL TYPE: _____)	<input type="checkbox"/>	<input type="checkbox"/>
ELECTRIC	<input type="checkbox"/>	<input type="checkbox"/>
HOT WATER (FUEL TYPE: _____)	<input type="checkbox"/>	<input type="checkbox"/>
WATER	<input type="checkbox"/>	<input type="checkbox"/>
SEWAGE	<input type="checkbox"/>	<input type="checkbox"/>

OWNER CERTIFICATION: BY EXECUTING THIS REQUEST, THE OWNER AGREES THAT THE REQUIRED LEASE ADDENDUM IS ACCEPTABLE AND CERTIFIES THAT: (1) THE INFORMATION PROVIDED ON THE FORM IS ACCURATE AND TRUE; (2) THE PROPOSED UNIT IS NOT ASSISTED OR COVERED BY ANY OTHER FEDERALLY FUNDED RENTAL SUBSIDY CONTRACT; (3) THE UNIT CURRENTLY MEETS HPRP HABITABILITY STANDARDS (OR WILL BE BROUGHT TO STANDARD BEFORE ANY RENTAL ASSISTANCE IS PROVIDED); AND (4) THIS UNIT IS MADE AVAILABLE, MANAGED, AND OPERATED REGARDLESS OF RACE, COLOR, CREED, RELIGION, SEX, NATIONAL ORIGIN, HANDICAP, OR FAMILIAL STATUS.

TENANT NAME (TYPE OR PRINT):	LANDLORD NAME (TYPE OF PRINT):
------------------------------	--------------------------------

(SIGNATURE/DATE)

(SIGNATURE/DATE)

LANDLORD MUST SUBMIT A COMPLETED COPY OF FORM W-9 TO THE CONTRACTING AGENCY.

EXHIBIT A

Indiana Habitability Standards

All housing used for the Homelessness Prevention and Rapid Re-Housing Program must provide safe and sanitary housing that is in compliance with the habitability standards outlined below and any state or local requirements. Mark each statement as A for approved or D for deficient. Property must meet all standards in order to be approved.

- _____ i. Structure and materials: The structures must be structurally sound so as not to pose any threat to the health and safety of the occupants and so as to protect the residents from hazards.
- _____ ii. Access: The housing must be accessible and capable of being utilized without unauthorized use of other private properties. **Structures must provide alternate means of egress in case of fire.**
- _____ iii. Space and Security: Each resident must be afforded adequate space and security for themselves and their belongings. An acceptable place to sleep must be provided for each resident.
- _____ iv. Interior air quality: **Every room or space must be provided with natural or mechanical ventilation.** Structures must be free of pollutants in the air at levels that threaten the health of residents.
- _____ v. Water Supply: The water supply must be free from contamination at levels that threaten the health of individuals. If private well water is used, there must be a recent health department evaluation.
- _____ vi. Thermal environment: The housing must have adequate heating and/or cooling facilities in proper operating condition.
- _____ vii. Illumination and electricity: The housing must have adequate natural or artificial illumination to permit normal indoor activities and to support the health and safety of residents. Sufficient electrical sources must be provided to permit use of essential electrical appliances while assuring safety from fire.
- _____ viii. Food preparation and refuse disposal: All food preparation areas must contain suitable space and equipment to store, prepare, and serve food in a sanitary manner.
- _____ ix. Sanitary Conditions: The housing and any equipment must be maintained in sanitary condition. Residents must have access to sufficient sanitary facilities that are in proper operating condition, may be used in privacy, and are adequate for personal cleanliness and the disposal of human waste.
- _____ x. Lead-based paint: If the structure was built prior to 1978, and a child under the age of six or a pregnant woman will reside in the property, and the property has a defective paint surface inside or outside, the property cannot be approved until the defective surface is repaired by at least scraping and painting with two coats of non-lead based paint. A lead based paint pamphlet must be provided to the participant.
- _____ xi. Smoke detectors: The HPRP program must comply with the Fire Administration Authorization Act of 1992 (P.L. 102-522). **Smoke detectors must be installed** in accordance with NFPA 74, or more stringent local policies as applicable. Existing units must contain a single or multiple station smoke detector; outside each sleeping area; on each level; battery operated or hard wired; clearly audible or interconnected. Accommodations must be made for individuals with sensory impairments. Public areas, e.g. entries, elevator lobbies, laundry rooms, etc. must have a compliant smoke detector in working condition.

(Source: U.S. Department of Housing and Urban Development: 24 CFR Part 574, B574.310 (b), B882.404(c)(3); and CPD-94-05.)

CERTIFICATION STATEMENT

I certify that I have evaluated the property located at the address below to the best of my ability and find the following:

_____ The property meets all of the above standards _____ The property does not meet all of the above standards.

Therefore, I make the following determination: _____ The property is approved. _____ The property is not approved.

Case Name _____

Street Address _____

Apartment # City State Zip

Evaluator's Signature: _____ Date: _____

Please Print. Name: _____

This inspection is reviewed and submitted as a part of the rent reasonableness determination. Initial _____

Areas of Concern:

_____ Concern: _____

Response: _____

_____ Concern: _____

Response: _____

_____ Concern: _____

Response: _____

Re-inspection: **Unit is now complaint:** Y N **Date:** _____

Attachment M: Rent, Income and Utilities Calculation

Income, Rent & Utility Calculation Worksheets

This two tabs provided in this document will allow you to calculate a household's income, allowable HPRP subsidy amount and tenant's portion of rent. Information should only be entered into YELLOW CELLS.

Step 1: DETERMINING INCOME ELIGIBILITY

All clients have to meet a certain income requirement to be eligible for rental assistance. You will need ask your client their income then back up what is determined as income through documents/verification.

Step One:	Refer to the Accepted forms of Income Verification Chart in order to collect correct income documentation/verification.
Step Two:	Begin to complete Tab 2: Rental Calc, Section I: Gross Household Income.
Step Three:	Identify your local Area Medium Income Limits listed on "2009 Income Limits" document located at http://www.in.gov/ihcda/2509.htm#HPRP . Click on "Important HPRP documents," "Eligibility," then "Income Verification."
Step Four:	Determine whether or not client is eligible for HPRP. Client's household income cannot exceed 50% of Area Median Income to be eligible for HPRP.
Step Five:	If client is eligible print off worksheet once completing Step 2 and place in client file, along with proper income documentation/verification, and the Accepted forms of Income Verification Chart

Step 2: RENTAL CALCULATION

This sheet is to be used if client will be receiving HPRP assistance.

Step One:	Complete Section II: Allowances. Enter in # of dependents and all allowances for household. The income will adjust to the allowances automatically. If an allowance is not listed, it should not be considered in calculating rent subsidy.
Step Two:	Complete Section III: Adjusted Income. Enter in the county income limits. Check box of household's applicable income unit.
Step Three:	Complete Section IV: Enter in the unit rent. The tenant rent payment will automatically be calculated. Enter in reasonable rent determined using either Go Section 8 software system or Rent reasonableness determination form. No subsidy should be paid on rents that are not reasonable.
If Utilities are not included in the rent complete the third tab: Utility Allowance using the website provided at the top of the worksheet. The total from this sheet will automatically be entered into Section V of Tab 2.	
Step Four:	Complete Section V only if utilities are <u>NOT</u> included in rent. Find out which utilities are not included in rent. List all utilities in Tab #3: Utility Allowances.
Step Six:	Utilities amount entered on Tab 3 will carry over to Section V of Tab 2. Enter the Rent reasonable payment standard in the yellow box to determine if you can pay that subsidy amount. No subsidy should be paid on rents that are not reasonable.

Client Name

Calculation Date

Client HMIS #

☐

Initial Calculation

☐

Interim Calculation

☐

Recertification Calculation

SECTION I: GROSS HOUSEHOLD INCOME

***The total income of the household (Annual Gross Income) is from all sources anticipated to be received in the 12-month period following the effective date of the income certification. Therefore, income must be ANNUALIZED, e.g. payment amount multiplied by number of payment periods per year for all income sources.**

- | | |
|---|----------------|
| 1) The full amount (before payroll deductions) of annual wages and salaries, overtime pay, commissions, fees, tips and bonuses, other compensation for personal services prior to payroll deductions. (Applies to client and all household members 18 and older. For full-time students 18 and older, only \$480 of annual earned income should be included here.) | <div>\$0</div> |
| 2) Periodic payments from Social Security, annuities, insurance policies, retirement funds, pensions, disability or death benefits, excluding lump sum payments for the delayed start of a periodic payment (Except as provided in (c)(14)). | <div>\$0</div> |
| 3) Payments in lieu of earnings, such as unemployment, disability, worker's compensation, and severance pay (Except as provided in (c)(3)). | <div>\$0</div> |
| 4) WELFARE ASSISTANCE, including payments made under other programs funded, separately or jointly, by federal, state, or local governments which are not excluded by Federal Statutes (see Income Exclusions). | <div>\$0</div> |
| 5) Periodic allowances including alimony and child support payments, and regular contributions or gifts received from organizations or persons not residing in the residence. | <div>\$0</div> |
| 6) Net income from operation of a business or profession. | <div>\$0</div> |
| 7) Interest, dividends, and other net income of any kind from real or personal property. Where net family assets are in excess of \$5,000, annual income shall include the greater of actual income derived from net family assets or a percentage of the value of such assets based on the current passbook savings rate, as determined by HUD. | <div>\$0</div> |

- | | | |
|-----|--|-----|
| 8) | All regular pay, special pay and allowances of a member of the Armed Forces (Except Hostile Fire Pay). | \$0 |
| 9) | <u>ANNUAL GROSS INCOME</u> (Sum of lines 1-8)
<i>Note: Annual gross income must be reassessed at least annually. However, if there is substantial change in the household's income during the year, an adjustment must be made to the resident rent to reflect the change in income.</i> | \$0 |
| 10) | <u>MONTHLY GROSS INCOME</u> (Line 9 divided by 12.) | \$0 |

SECTION II: ALLOWANCES

Per HUD regulations 24CFR5.611(a) the annual adjusted income is determined by deducting the following allowances from the annual gross income.

- | | | |
|-----|--|-----|
| 11) | <u>NUMBER OF DEPENDENTS</u>
(\$480 for each) <i>Dependents include household members under the age of 18, elderly dependents, handicapped, disabled, or full-time students, but not the family head, spouse or foster children.</i> | \$0 |
| 12) | <u>\$400 FOR ELDERLY OR DISABLED FAMILY MEMBER</u>
<i>This allowance is provided to any family whose <u>head, spouse, or sole member is at least 62 years of age OR is handicapped/disabled.</u> This deduction always applies to households with persons with HIV/AIDS if they are the head, spouse, or sole member at least 62 years of age. (ONLY <u>ONE</u> DEDUCTION PER FAMILY/HOUSEHOLD PER YEAR)</i> | \$0 |
| 13) | <u>REASONABLE CHILDCARE EXPENSES (ANNUAL EXPENSE)</u>
<i>These are expenses anticipated during the year for children 12 years of age and under that enable a household member to work, seek employment, or to further education. Deductible expenses for childcare to enable a person to work shall not exceed the amount of income received from such work. Childcare cannot be paid to another member of the household. (ONLY EXPENSES <u>NOT</u> REIMBURSED FROM ANY OTHER SOURCES ARE ALLOWED)</i> | \$0 |
| 14) | <u>THE SUM OF THE FOLLOWING EXPENSES, TO THE EXTENT THE SUM EXCEEDS 3% OF ANNUAL GROSS INCOME</u>
<i>This deduction may not exceed the earned income received by family members who are 18 years of age or older and who are able to work because of such attendance care or auxiliary apparatus.</i> | |
| | a) EXPENSES FOR NON-ELDERLY, DISABLED FAMILY MEMBERS | \$0 |

*This allowance covers reasonable expenses anticipated during the period for attendance care (provided by a non-household member) and/or auxiliary apparatus for any disabled household member that enables that person or any other household member to work. Deduction may not exceed the amount of income generated by the person enabled to work. (ONLY EXPENSES **NOT** REIMBURSED FROM ANY OTHER SOURCES ARE ALLOWED.)* ☐

b) MEDICAL EXPENSES AND/OR ASSISTANCE FOR ELDERLY OR DISABLED FAMILY MEMBERS

\$0

(ONLY EXPENSES **NOT** REIMBURSED FROM ANY OTHER SOURCES ARE ALLOWED.)

15) TOTAL NON-REIMBURSED MEDICAL EXPENSES

\$0

(Sum of lines 14a and 14b)

16) 3% OF ANNUAL GROSS INCOME (Line 9 x .03)

\$0

17) ALLOWABLE MEDICAL EXPENSE DEDUCTION

\$0

(Line 16 minus line 17) *The Allowable Medical Expense Deduction is the amount of the Total Non-Reimbursed Medical Expenses that **exceeds** 3% of Annual Gross Income. If result is a negative number, client is **not** eligible for deduction.*

SECTION III: ADJUSTED INCOME

19) ANNUAL GROSS INCOME (from line 9)

\$0

20) TOTAL ALLOWANCES (Sum of lines 11, 12, 13, 17 and 18)

\$0

21) ANNUAL ADJUSTED INCOME

\$0

(Line 19 minus line 20) If result is a negative number, Annual Adjusted Income is \$0

22) MONTHLY ADJUSTED INCOME

\$0

(Line 21 divided 12) If line 21 is a negative number, Monthly Adjusted Income is \$0

Enter in all amounts listed on County Income Limits document for household's county and size. Check box of household's income level:

0-30% of area median income (extremely low)

☐

31-50% of area median income (very low)

☐

51-60% of area median income (low)

61-80% of area median income (low)

☐☐

<http://www.in.gov/ihcda/2509.htm#HPRP>

Find Area Median incomes by clicking on link above. Select **Important HPRP Documents**. Select **Eligibility**. Select **Income Verification**. Open **2009 Income Limits** document.

SECTION IV: TENANT RENT PAYMENT (if utilities ARE included in rent)

23) **TENANT RENT DETERMINATION**

a) **METHOD 1**: 30% OF MONTHLY ADJUSTED INCOME

\$0

(Line 22 x .30)

b) **METHOD 2**: 10% OF MONTHLY GROSS INCOME

\$0

(Line 10 x .10)

24) **TOTAL MONTHLY RENT PER CURRENT LEASE AGREEMENT:**

\$600

25) **TENANT RENT**: (the higher of line 23a or 23b)

\$0

26) **RENT SUBSIDY PAYMENT**: (Line 24 minus line 25)

\$600

This is the amount the Housing Program pays to Landlord

Reasonable Rent

STOP HERE IF: utilities are included as part of the rent charge, this is the total tenant rent and total rent subsidy.

CONTINUE IF: tenant must pay utilities out-of-pocket in addition to rent charge. Complete Section V.

SECTION V: TENANT RENT PAYMENT (if utilities are NOT included in rent)

COMPLETE THIS SECTION **ONLY** IF THE TENANT'S UTILITIES ARE NOT INCLUDED IN RENT

27) **TENANT RENT**: (the higher of line 23a or 23b)

\$0

28) **UTILITY ALLOWANCE** (if applicable)

\$0

*A tenant is only eligible for a utility allowance if utilities are **NOT** included in the rent charge. The most recent HUD-approved utility allowance charts may be obtained from IHCDA's Web site at <http://www.in.gov/ihcda/3102.htm> and also from local Housing Authorities.*

29) **ADJUSTED TENANT RENT PAYMENT** (Line 27 minus line 28)

\$0

THIS IS THE AMOUNT THE TENANT PAYS. IF THIS IS A NEGATIVE NUMBER, THIS IS THE AMOUNT TO BE REIMBURSED TO THE TENANT (payment may be made directly to utility company). THE

PROGRAM PAYS THE REMAINING AMOUNT OF THE RENT (line 24) TO THE LANDLORD.

30) **RENT SUBSIDY PAYMENT** (Line 24 minus line 29)

\$600

Reasonable Rent

Subgrantee HPRP Staff

Date

Utility Allowance

<http://www.in.gov/ihcda/3102.htm>

Locality

Unit Type

Date

Unit Size

Only use this worksheet if utilities are NOT included in rent! List below the standard amounts listed in county's utility allowances provided in above link.

Heating

Natural Gas	\$0
Bottle Gas	\$0
Oil / Electric	\$0
Coal / Other	\$0

Cooking

Natural Gas	\$0
Bottle Gas	\$0
Oil / Electric	\$0
Coal / Other	\$0
Other Electric	\$0
Air Conditioning	\$0

Water Heating

Natural Gas	\$0
Bottle Gas	\$0
Oil / Electric	\$0
Coal / Other	\$0

Water	\$0
Sewer	\$0
Trash Collection	\$0
Range/Microwave	\$0
Refrigerator	\$0
Other	\$0
Other	\$0
Total	\$0

Attachment N- Rent Reasonableness Checklist & Certification

RENT REASONABLENESS CHECKLIST AND CERTIFICATION

24 CFR 574.320 (a)(3) Rent reasonableness. The rent charged for a unit must be reasonable in relation to rents currently being charged for comparable units in the private unassisted market and must not be in excess of rents currently being charged by the owner for comparable unassisted units.

		UNIT #1	UNIT #2
ADDRESS			
NUMBER OF BEDROOMS			
SQUARE FEET			
TYPE OF UNIT/CONSTRUCTION			
HOUSING CONDITION			
LOCATION/ACCESSIBILITY			
AMENITIES UNIT: SITE: NEIGHBORHOOD:			
AGE IN YEARS			
UTILITIES (TYPE)			
UNIT RENT UTILITY ALLOWANCE GROSS RENT			
HANDICAP ACCESSIBLE?			
MOST RECENTLY CHARGED RENT FOR PROPOSED UNIT			

* OTHER LOCAL RESOURCES MAY BE USED TO OBTAIN INFORMATION, E.G.: MARKET SURVEYS, CLASSIFIED ADS.

I CERTIFY THAT I AM NOT A HUD CERTIFIED INSPECTOR AND I HAVE EVALUATED THE PROPERTY LOCATED AT THE ABOVE ADDRESS TO THE BEST OF MY ABILITY AND FIND THE FOLLOWING:

CERTIFICATION:

A. COMPLIANCE WITH PAYMENT STANDARD

CONTRACT RENT + UTILITY ALLOWANCE = PROPOSED GROSS RENT

APPROVED RENT DOES NOT EXCEED APPLICABLE PAYMENT STANDARD OF \$_____.

B. RENT REASONABLENESS

**BASED UPON A COMPARISON WITH RENTS FOR COMPARABLE UNITS, I HAVE DETERMINED THAT THE
PROPOSED RENT FOR THE UNIT ____ IS ____ IS NOT REASONABLE.**

NAME: _____ **SIGNATURE:** _____ **DATE:** _____

Attachment O: Rental Form Lead Disclosure

Disclosure Form for Target Housing Rentals and Leases
Disclosure of Information on Lead-Based Paint and/or Lead-Based Paint Hazards

Lead Warning Statement

Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not managed properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, lessors must disclose the presence of known lead-based paint and/or lead-based paint hazards in the dwelling. Lessees must also receive a federally approved pamphlet on lead poisoning prevention.

Lessor's Disclosure (initial)

(a) Presence of lead-based paint or lead-based paint hazards (check one below):

☐ Known lead-based paint and/or lead-based paint hazards are present in the housing (explain).

☐ Lessor has no knowledge of lead-based paint and/or lead-based paint hazards in the housing.

(b) Records and reports available to the lessor (check one below):

☐ Lessor has provided the lessee with all available records and reports pertaining to lead-based paint and/or lead-based paint hazards in the housing (list documents below).

☐ Lessor has no reports or records pertaining to lead-based paint and/or lead-based paint hazards in the housing.

Lessee's Acknowledgment (initial)

☐ (c) Lessee has received copies of all information listed above.

☐ (d) Lessee has received the pamphlet *Protect Your Family From Lead in Your Home*.

Agent's Acknowledgment (initial)

☐ (e) Agent has informed the lessor of the lessor's obligations under 42 U.S.C. 4852d and is aware of his/her responsibility to ensure compliance.

Certification of Accuracy

The following parties have reviewed the information above and certify, to the best of their knowledge, that the information provided by the signatory is true and accurate.

_____ Lessor	_____ Date	_____ Lessor	_____ Date
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_____ Lessee	_____ Date	_____ Lessee	_____ Date
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_____ Agent	_____ Date	_____ Agent	_____ Date
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Attachment P: Homeless Documentation Form

HPRP Homeless Documentation Form

Project Name _____

Participant Name _____

Date of Intake _____

Type of Homelessness Documentation: Check the appropriate type of documentation used to verify homelessness and attach it to this worksheet. Maintain all in the participant file.

	Homeless Status	Type of Documentation	Documentation attached
	Persons living on the street	A signed and dated general certification from an outreach worker verifying that the services are going to homeless persons, and indicates where the persons served reside.	
	Persons coming from living on the street (and into a place meant for human habitation)	Staff should provide written information obtained from third party regarding the participant's whereabouts, and, then sign and date the statement.	
	Persons coming from emergency shelter for homeless persons	Written referral from the agency.	
	Persons coming from transitional housing for homeless persons	Written verifications to include program residency and homeless status prior to program entry.	
	Persons being evicted from a private dwelling	Documentation of income, efforts to obtain housing, why participant would be on street, and either documentation of formal eviction proceedings or statement from family evicting participant.	
	Persons from a short-term stay in an institution who previously resided on the street or in an emergency shelter	Written verification from the institution's staff that the participant has been residing in the institution for less than 180 days; and information on the previous living situation.	
	Persons being discharged from a longer stay in an institution	Written verification from the institution of discharge within one week of receiving homeless assistance AND documentation of income, efforts to obtain housing, and why person would be homeless without assistance.	
	Persons fleeing domestic violence	Written, signed, and dated verification from the participant.	

Self Declaration of homelessness (use only if 3rd party is unavailable):

Use reverse if more space needed.

Client Signature _____

Date _____